## Spring 2010



Test Date(s):
Test Room:
Test Supervisor:
City, State:

# Supervisor's Manual State Special Testing

Do not test students with different timing codes in the same room.

Do not test students with ACT-Approved and State-Allowed Accommodations in the same room. If you do, the answer folders from that room will not be scored.



Testing Window

March 9–23, 2010

April 28–May 12, 2010



#### **How to Contact ACT**

#### **ACT State Accommodations Testing**

800/553-6244, ext. 1788

ACT's normal office hours are 7:30 a.m.–5:00 p.m., central time, Monday–Friday. On test days, staff are available from 6:00 a.m.–4:30 p.m., central time.

When calling the toll free number, you will be asked to provide a 2-digit code from the list below. If you do not know your code, enter "99" and you will receive further instructions.

State Cod	le List
Alabama	Montana         27           Nebraska         28           Nevada         29           New Hampshire         30           New Jersey         31           New Mexico         32           New York         33           North Carolina         34           North Dakota         35           Ohio         36           Oklahoma         37           Oregon         38           Pennsylvania         39           Rhode Island         40           South Carolina         41           South Dakota         42           Tennessee         43           Texas         44           Utah         45           Vermont         46           Virginia         47           Washington         48           West Virginia         49           Wisconsin         50           Wyoming         51

Fax ......319/337-1285

E-mail—use subject "State Testing" and identify your state and/or district and whether you are administering the ACT (No Writing) or ACT Plus Writing.

Arkansas schools	ARTest@act.org
Colorado schools	COTest@act.org
Illinois schools	PSAE@act.org
Kentucky schools I	XYTest@act.org
Michigan schools MI	.MME@act.org
North Dakota schools N	NDTest@act.org
Tennessee schools	ΓNTest@act.org
Wyoming schools WY	YOTest@act.org
District Choice schools	DCST@act.org

**Address:** ACT State Test Accommodations

301 ACT Drive P.O. Box 4071

Iowa City, IA 52243-4071

(must call from a TDD)

This Manual is for Test Accommodations Coordinators and staff assisting them to administer State Testing for students testing with ACT-Approved Accommodations. This Manual is to be used whether you are administering the ACT (No Writing) OR the ACT Plus Writing. At certain points, the instructions will vary. If you are administering the ACT (No Writing), you will be given bold, black text and an arrow directing you to a specific page to complete your administration. If you are administering the ACT Plus Writing, you will be given bold, blue text and an arrow directing you to a specific page to continue your administration. ACT (No Writing) administrators may skip text in color, which applies ONLY to ACT Plus Writing administrations. There is also introductory text on page 26 to assist you in reading the correct Verbal Instructions.

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## **General Information**

Examinees may test only with accommodations specifically authorized in advance by ACT (or approved locally by your school). Examples include:

- cassette, audio DVD, or Braille version of the tests
- a reader (must use reader's script prepared by ACT and test individually in a separate room)
- a sign language interpreter to sign test items and response choices in exact English (must test individually in a separate room)
- additional or stop-the-clock breaks with standard time (each approved examinee must test individually in a separate room)
- extended time to complete each test (single session or multiple days)
- testing over multiple days (at least one test per day)
- using a large type test booklet and/or large type worksheet
- permission to respond orally (must test individually in a separate room)
- use of a transcriber or computer voice-activated software for the Writing Test (must test individually in a separate room)
- use of a computer or Brailler for the Writing Test (may test as a group)

#### **ACT Authorization**

Based on the diagnosis and documentation provided for each student, ACT will authorize timing guidelines and test materials, and, if requested, may authorize other accommodations. The timing guidelines for each test correspond to a particular Timing Code number assigned to each student. The timing guidelines have been established based on analyses of time used by examinees with various disabilities. These timing guidelines indicate the maximum time likely to be used by examinees with physical or diagnosed learning disabilities. More than 90 percent of examinees finish well **before** the maximum time allowed. (See Timing Codes and Guidelines below and the chart on page 2.)

ACT will send an authorization letter to the school's Test Accommodations Coordinator to be shared with each student approved by ACT for accommodations.

#### **Test Location**

State Testing scores are reported as "State" under Test Location on all score reports. ACT does not report any specifics about the diagnosis or the accommodations provided.

#### Assignment of Test Materials

ACT assigns **specific** test materials on the Materials List by serial number to each examinee. Only the authorized examinee may use the materials; they may not be used by another examinee or transferred to any other location.

Tests administered using materials assigned to another examinee or transferred from any other location will NOT be scored.

# Timing Codes and Guidelines

Each examinee with ACT-Approved Accommodations has a designated Timing Code number that identifies the timing guidelines authorized for that examinee and determines which Verbal Instructions must be read to that examinee.

To schedule testing for an examinee, read the Timing Code number listed below each examinee's Reference Number on the ACT State Test Accommodations Roster (see samples, page 103) and on the Materials List. To assist you in scheduling test sessions, a chart of the Timing Codes and associated timing guidelines appears on the next page. The tests must be given in the order shown from left to right for **any** Timing Code.

For Timing Codes 2, 3, 5, and 7, testing may occur over multiple days; however, each test must be completed during a single session. For Timing Code 8 (Plus Writing only), all tests must be completed in a single session. Timing Code 6 is the ONLY timing code that authorizes examinees to pace themselves through each test within the total time allowed—all tests must be single session. For all other Timing Codes, ALL examinees in the room must begin each test at the same time.

Examinees with different Timing Codes must NOT test in the same room. Examinees with any of these Timing Codes may NOT test in a standard time room. If they do, the answer folders from that room will not be scored or scores will be cancelled.

If you are in an ACT (No Writing) state or district, SKIP the "Writing Test" section of EACH Timing Code and IGNORE Timing Code 8. In the Verbal Instructions for each Timing Code (except Timing Code 6), at the end of Test 4, vou will receive clear instructions on how to conclude your administration.

## Timing Code 2

<b>Double Time Over Multiple Days</b>				
Test 1	Test 2	Test 3	Test 4	Writing Test
90 minutes	120 minutes	70 minutes	70 minutes	60 minutes

## Timing Code 3

Triple Time Over Multiple Days				
Test 1* 135 minutes	Test 2	Test 3	Test 4	Writing Test
	180 minutes	105 minutes	105 minutes	90 Minutes

<sup>\*</sup>Examinees using a reader, cassettes, or audio DVDs have up to 180 minutes to complete Test 1.

## Timing Code 5

Standard Time Over Multiple Days OR Single Session with Authorized Stop-the-Clock Breaks					KS
	Test 1	Test 2	Test 3	Test 4	Writing Test
	45 minutes	60 minutes	35 minutes	35 minutes	30 minutes

#### Time-and-a-Half (Single Session, Self-Paced)

### Timing Code 6

ACT (No Writing) examinees have up to 5 hours total to complete the four multiplechoice tests. ACT Plus Writing examinees have up to 5 hours and 45 minutes total to complete all five tests. All examinees work at their own pace and the total time allowed includes time for breaks between tests.

## Timing Code 7

Time-and-a-Half Over Multiple Days				
Test 1	Test 2	Test 3	Test 4	Writing Test
70 minutes	90 minutes	55 minutes	55 minutes	45 minutes

### Timing Code 8

Standard Time for Multiple-Choice Tests Plus Double Time for Writing Test, Single Session				
Test 1	Test 2	Test 3	Test 4	Writing Test
45 minutes	60 minutes	35 minutes	35 minutes	60 minutes

#### **Sequence of Tests**

For each Timing Code, the tests **must** be administered in the order listed: Test 1—English (first), Test 2—Mathematics (second), Test 3—Reading (third), Test 4—Science (fourth). For the ACT Plus Writing, the Writing Test is always administered last.

#### **Testing Over Multiple Days or During Separate** Sessions

If ACT authorized testing over multiple days (Timing Codes 2, 3, 5, and 7), each test must be completed in a single session, and the examinee may not return to a test after being dismissed from that test session. The days do not have to be consecutive, but all tests must be completed in sequence within the designated two-week window or the answer folders will not be scored.

All tests in the ACT (No Writing) or ACT Plus Writing must be completed before any other tests that will be administered as part of a multiple-day State Testing program (e.g., WorkKeys® assessments, state-developed tests).

Answer folders will not be scored if this policy is violated. The testing time actually used on each test by each examinee and the dates of each session must be entered on the Administration Report (page 87). For **Timing Code 6**, the total time actually used by each examinee on **all** tests must be entered.

#### Testing More than One Examinee at a Time

ACT normally encourages group administrations for examinees approved for similar accommodations and authorized for the same Timing Code. If more than 10 examinees with the same Timing Code will test in one room, a proctor is **required** to assist with the administration. If you are testing any examinees using audio DVDs, ACT recommends a proctor assist with the administration.

All examinees tested in the same room must have the same Timing Code.

An examinee approved to test with a reader must test INDIVIDUALLY in a separate room. Readers may not read the tests to a group. Examinees using cassettes or audio DVDs may test as a group if they all use individual headphones, can control the progress of their own players, and begin each test at the same time.

Any examinees approved by ACT for stop-the-clock breaks must test individually, each in a separate room. Do NOT include time spent taking breaks in the testing time used by these examinees on your Administration Report.

**Timing Code 6** is the ONLY Timing Code that authorizes examinees to pace themselves from one test to the next within the total time allowed. For all other Timing Codes, ALL examinees in the room must begin each test at the **same time** (e.g., when administering Test 1—English, all examinees must be working on Test 1—English).

When testing more than one examinee at a time, test form serial numbers and Examinee Reference Numbers must be carefully checked to ensure that each examinee receives the materials **specifically assigned** by ACT on the Materials List and begins and ends each test session with his or her assigned materials.

# **ACT Policies** and Procedures

For the ACT tests to successfully measure academic skills, they must be uniformly administered. When you were appointed as your school's Test Accommodations Coordinator, you signed a statement affirming that you meet all required qualifications and will comply with the policies and procedures in this Manual. Throughout this Manual, all administration responsibilities are assigned to you as Test Accommodations Coordinator, working in consultation with your school's Test Supervisor. You and your testing staff must read, understand, and follow the policies and procedures in this Manual. If you have any questions that are not addressed in the Manual, call ACT for instructions (see inside front cover).

#### **Facilities and Staff**

The Test Accommodations Coordinator must work with the Test Supervisor and school or district officials to provide both acceptable facilities and qualified staff.

#### **Attentiveness**

You must remain attentive to your testing responsibilities throughout the entire administration. Reading (except this Manual), grading papers, using a computer, talking casually with other staff, or engaging in any activity not directly related to the administration is **not** allowed. No one, including testing staff, may eat or drink (including water) in the test room (unless approved by ACT for medical reasons).

If testing more than one examinee, you must walk around the test room to ensure examinees are working on the correct test. Walking around the test room also discourages prohibited behavior and makes you available to answer questions, respond to illness, or replace defective materials.

#### Confidentiality

Information about examinees is confidential, including their names. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information, or use such information for any purpose other than administering the tests. Questions concerning attendance or test-day procedures from parents or students can be answered within the normal confines of student confidentiality policies at your school. However, all forms and information contained in the *Supervisor's Manual* are the property of ACT and must not be shared with any person who is not part of the testing staff. Any requests for copies of test date documentation (e.g., irregularity reports or timing verification forms) from any source other than ACT or the designated state education agency are to be referred directly to ACT or the state agency.

#### **Equal Treatment**

All testing staff are required to administer and supervise the ACT in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act.

#### **Fair Testing Practices**

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, guides to the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each *Code*. A copy of each *Code* may be obtained free of charge from ACT Customer Services (68), P.O. Box 1008, Iowa City, IA 52243-1008, 319/337-1429.

#### Investigations

In cases of suspected or documented irregularities, all testing staff must cooperate fully with ACT and the state education agency or district assessment office in subsequent investigations and respond to requests from ACT or the state agency in a timely manner. In cases where an examinee disputes an ACT decision or communication regarding the administration, the examinee and/or his or her representatives may contact you directly and request information. Questions concerning attendance or test-day procedures from parents or students can be answered within the normal confines of student confidentiality policies at your school. (Also see Confidentiality, above.)

#### Coaches

Anyone who coaches high school or college athletics may **not** serve as the Test Accommodations Coordinator or supervise one-on-one testing for a student athlete.

#### **Relatives Testing**

To avoid the appearance of a conflict of interest—and to protect you and your relatives or wards from allegations of impropriety—you may not serve as Test Accommodations Coordinator or have access to secure test materials prior to test day if any relative or ward will be testing with accommodations **at any school** during your designated 2010 State Accommodations Testing window. Relatives and wards include children, stepchildren, grand-children, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

Because Test Accommodations Coordinators have access to secure test materials prior to test day, for the testing window a relative or ward will be testing with accommodations, the Test Accommodations Coordinator must delegate all administrative responsibilities—including the receipt and return of test materials—to a qualified colleague and notify ACT of this action prior to receipt of the test materials by completing the Profile on page 101.

If an examinee tests at a school or site where a relative or guardian is serving as a room supervisor or proctor, that examinee must not be assigned to the room where the relative or guardian is working. The relative or guardian must not have access to that examinee's answer folder or test materials.

Scores for an examinee will automatically be cancelled if that examinee:

- tested with accommodations during the same testing window in which a relative or guardian served as a Test Accommodations Coordinator at any school participating in ACT State Testing, or had access to secure materials prior to test day, or
- tested with secure test materials to which a relative or guardian had prior access, or
- tested in a room in which a relative or guardian served as a room supervisor or proctor, or had access to that examinee's test materials.

#### **Security of Test Materials**

The Test Accommodations Coordinator is responsible for the security of all test materials from the time the carrier delivers them to the time they are in the return carrier's possession. The Test Accommodations Coordinator must protect the materials from damage, theft, or loss, and from conditions that could allow prior access to the tests. Test materials must be kept in a locked, secure area, such as a vault or non-portable cabinet in a locked, limited-access room. Only the Test Accommodations Coordinator, the Test Supervisor, and possibly a few specifically authorized persons may have access to the area.

## Test materials must not be transferred to any other location. They will be shipped directly to and must remain at the institution where the tests will be administered.

All ACT test forms are copyrighted and cannot be photocopied, used for any other purpose, or opened by any person other than the examinee on the test date. You are not allowed to alter the format of any test materials, transfer them to another format, or create any of your own test materials. Testing staff and examinees are prohibited from disclosing test questions or response choices to anyone. Scores earned by examinees who may have had advance access to test content will be cancelled and will not be reported to examinees or educational institutions.

#### Standardized Procedures

Throughout this Manual, there are detailed directions for selecting facilities and staff, protecting test security, and administering tests in a standardized manner. All testing staff are required to read the materials provided by ACT, including this Manual. Adherence to these standardized procedures is mandatory. The Manual is proprietary information and is copyrighted by ACT. It is to be used only for the purpose of administering the ACT tests and is not to be copied or shared for any other purpose.

#### **Testing Window**

The ACT tests must be administered only during the authorized accommodations testing window for your state or district (see front cover). All tests must be completed during this window. If other tests (e.g., WorkKeys assessments, state-developed tests) will be administered as part of a multiple-day State Testing program, all tests in the ACT (No Writing) or ACT Plus Writing must be completed **first.** 

## Tests administered on any date outside the window or out of sequence will not be scored.

#### Rescheduling

If an emergency on test day (e.g., fire, tornado, snow) forces the termination of testing or the closing of school, the Test Accommodations Coordinator or Test Supervisor must notify ACT as soon as possible. Protect the security of the test materials, and be especially careful if testing is underway. Call ACT immediately at 800/553-6244, ext. 1788, to explain your situation. Decisions regarding rescheduling will be made on a case-by-case basis.

If you are unable to administer the tests to any examinee approved for accommodations due to examinee illness, you may reschedule that examinee's tests within your designated testing window without notifying ACT, but all tests must be completed within the window. You must reschedule all remaining tests for that examinee **individually**, even if the examinee was scheduled to test with a group.

#### **Test Preparation**

Due to a potential conflict of interest, those involved in ACT test preparation activities at any time during the current testing year (September 1 through August 31) may not serve as testing staff. ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.

#### **Authorized Observers**

An observer with ACT, state education agency, or district assessment office identification may visit your school on test day. The visit may or may not be announced in advance. The observer will arrive shortly before the administration is to begin. Always ask for ACT or state/district agency identification, or an authorization letter. If the observer cannot provide this, deny him or her admission and call ACT immediately. If the observer provides appropriate authorization, you are expected to cooperate fully with that individual. If you have any concerns about the observer's visit, ask your Test Supervisor to call ACT immediately.

# Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, members of the school board, district or state officials, recruiters, employers, and members of the media—must **not** be allowed to enter, observe, or photograph test rooms or preliminary activities. They must stay away from the test site until after the administration. Under **no** circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms.

Have the Test Supervisor inform ACT Media Relations (800/553-6244, ext. 1028) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is answered uniformly.

#### **Retest Restrictions**

**Students may take the ACT no more than 12 times total.** ACT has waived its normal 60-day retest restriction for State Testing. Students may test **once** during the State Accommodations Testing window **AND** also on any ACT National Test Date or through ACT Special Testing. Students wishing to test more than once in spring 2010 should check their options at **www.actstudent.org**.

## Preparing for Test Day

This section focuses on what you are to do before test day—how to arrange for and prepare your facilities, select and train staff, and securely receive and store your test materials. The Test Accommodations Coordinator should work with the Test Supervisor, as necessary, to accomplish these tasks.

The Test Accommodations Coordinator must arrange for students testing with accommodations to complete the non-test portions of the answer folder in a supervised, scheduled session at school before the first test day (see page 16).

#### **Selecting Test Rooms**

The following paragraphs describe the types of rooms to avoid and the room characteristics that will help you have successful testing experiences.

If you will be testing more than one examinee with the **same Timing Code** and similar accommodations in the same room, select rooms that are not so small that they will be crowded or so large that test security will be difficult to maintain. Arrange your seating to prevent examinees from communicating with each other or looking at others' answer folders. ACT prefers classrooms and recommends that no more than 10 examinees with accommodations test in one room. Reserve the room for each day you will be testing. It is best to schedule consecutive days for examinees approved to test over multiple days, but you may skip days as necessary, as long as you administer one test per day, all tests are administered in the correct sequence, and all tests are completed within the testing window.

Refer to the authorized Timing Code for each examinee to ensure you allow adequate time and plan for a different room for each Timing Code. Each examinee using a reader or authorized for stop-the-clock breaks must test individually in a separate room. Examinees using cassettes or audio DVDs may test as a group if they all use individual headphones, can control the progress of their own players, and begin each test at the same time.

Choose rooms as free from distraction as possible, but you need not turn off school bells or PA systems. Post signs outside the test room(s) to warn that testing is in progress and quiet is required.

#### Accessibility

Under the Americans with Disabilities Act, ACT tests must be offered in locations accessible to persons with disabilities or alternative arrangements must be made for such examinees. Select test facilities and rooms accessible to persons with disabilities whenever possible.

#### **Phones**

You must arrange for a phone to be available on test day in case you need to make a toll-free call to ACT.

#### **Bulletin Boards**

Make sure bulletin board materials related to potential test questions (English, mathematics, reading, science, and writing), charts, and maps that provide strategies for solving problems or writing essays, are removed or covered. Geographic maps and periodic tables need not be covered.

#### **Timepieces**

Each room supervisor must have two reliable timepieces in the test room to ensure accurate timing. One of these must be an accurate clock or watch that shows the actual time of day; ACT recommends the other be an interval stopwatch or timer.

#### **Environment**

Make sure the lighting, temperature, and ventilation in each room allow examinees to give their full attention to the tests.

#### **Left-handed Examinees**

Appropriate writing surfaces must be provided for left-handed examinees. Use standard left-handed desks or writing surfaces that are large enough for left-handed examinees to work comfortably. If you have only right-handed desks available, place two desks together and have the left-handed examinee use both surfaces. Seat all examinees in the room to minimize the opportunity to look at another's answer folder.

#### Room Supervisor Required In Each Room

Each room supervisor must take responsibility for only one test room. Observing examinees in multiple rooms from a central location (such as the hallway) or through glass walls or security cameras is prohibited and can result in cancelled scores.

The room supervisor must be stationed in the room facing the examinees. Staff must be able to see every examinee clearly. Seating with dividers or partitions, such as study carrels, partitioned tables, or booths are not acceptable because they obstruct staff's view of examinees.

#### **Room Setup and Seating Arrangements**

If seats are stationary, leave empty rows and columns of seats between examinees to achieve the required spacing. If seats are not stationary, move them to meet requirements before examinees are admitted to the room. Spread examinees out in the room as much as possible, using all the space. Seating arrangements must minimize the possibility that an examinee will communicate with others or look at others' test materials.

Test rooms must be set up according to the following requirements:

- All examinees in the test room must face the same direction, regardless of the number of examinees in the room or the distance between them.
- There must be at least three feet of space between examinees (side-to-side measured shoulder-to-shoulder, and front-to-back measured head-to-head).
- In multiple-level rooms, examinees must be at least five feet apart front-to-back.
- There must be sufficient aisle space for staff to get to every seat during testing without disturbing examinees.
- Seat examinees in straight rows and columns, directly in line with each other.

#### **Proper Use of Tables**

If tables are used, see below and page 9 for the maximum number of examinees allowed per table. Tables must be arranged so that all spacing requirements are met. Examinees must all face the same direction and therefore must be seated along the **same side** of the table, not at opposite ends or sides. If tables are joined together, do not seat an examinee where the tables join. Use the following rules to seat examinees:

- ROUND TABLES: only one examinee per round table, regardless of size.
- TABLES LESS THAN 6 FEET: only one examinee per table.
- *TABLES 6 TO 9 FEET:* **only two examinees** per table. If 6-foot tables are used to seat two examinees, a 3-foot space is required **between the tables.**

#### Single-Level and Multiple-Level Classrooms

ACT prefers single-level classrooms. Avoid using rooms with multiple-level seating. Even with five feet between examinees, multiple-level seating makes it easier to look at a neighbor's answer folder. If you do not have an alternative to multiple-level seating, you may need to allow more than five feet between examinees. Before test day, determine the spacing needed to deter copying.

#### **Writing Surfaces**

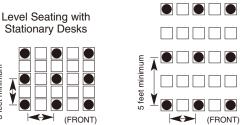
Writing surfaces must be large enough to accommodate both the test form and the answer folder. Lapboards that must be balanced on examinees' legs are not allowed under any circumstances; temporary surfaces that rest on the chair arms or the back of the row in front may be used only after prior approval by ACT.

#### Seating Arrangement Examples

One examineeL One left-handed examineeOne desk

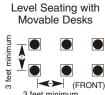
Multiple-Level Seating with Stationary Desks

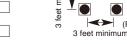
3 feet minimum



Left-handed examinees at right-handed desks

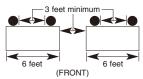




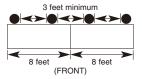


#### **TABLE SPACING**

6-Foot Table Spacing



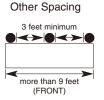






feet minimum

3 feet minimum





#### **Selecting Testing Staff**

The Test Accommodations Coordinator must work with the Test Supervisor and principal to select qualified testing staff to administer the tests to students approved for test accommodations according to the instructions in this Manual. Members of the testing staff must be people of integrity. Testing staff may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, and paraprofessionals. High school students or graduates, volunteers, and lower-division undergraduates may not work as testing staff. Anyone who intends to take the tests within the next 12 months must not administer the tests in any capacity.

Members of the testing staff each have a different set of test-day responsibilities.

#### **Test Accommodations Coordinator**

The Test Accommodations Coordinator, in consultation with the Test Supervisor, ensures that all examinees testing with accommodations at your site test under the same conditions as examinees at every other site.

#### Specific responsibilities include:

- Read and understand thoroughly the policies, procedures, and instructions in this Manual.
- Schedule a supervised in-school session for students to personally complete the non-test portions of their answer folders **before** test day. Schedule additional sessions as needed.
- Arrange for application of barcode labels (if used in your state) on the back page of the answer folders.
- Select and train qualified room supervisors and proctors before test day.
- Receive, check-in, and secure test materials
- Select and reserve test rooms.
- Serve as room supervisor as needed (see next page).
- Plan seating arrangements and prepare rooms prior to test day.
- Arrange for a phone for calling ACT on test day.
- Notify the examinee(s) of the test date(s), location, and materials needed.
- Count test booklets/forms prior to distribution.
- Distribute test materials to staff to ensure each examinee receives the materials specifically assigned by ACT.
- Collect and account for all answer folders and test forms after each test session.

- Arrange for test responses to be transferred to answer folders for examinees approved for alternate response modes. This transfer must take place in the examinee's presence.
- Ensure completeness and accuracy of all test date documentation including Rosters, Administration Reports, and Seating Diagrams.
- Return answer folders to be scored and required documentation to ACT immediately after the accommodations testing window ends.
- Return **all** test forms to ACT immediately after the window ends.
- Cooperate with ACT and the state education agency in resolving irregularities.

#### **Room Supervisor**

Each room is **required** to have a room supervisor, who must serve for the entire session. Each room supervisor must assume responsibility for **only one** test room with one or more examinees approved for the **same Timing Code.** The Test Accommodations Coordinator normally serves as room supervisor if only one room is used.

#### Specific responsibilities include:

- Read and understand thoroughly the policies, procedures, and instructions in this Manual.
- Attend the training session conducted locally by the Test Accommodations Coordinator.
- Take responsibility for one test room and provide an environment conducive to testing.
- Identify and admit examinees.\*
- Mark attendance and ID on the roster.\*
- Direct examinees to **assigned** seats, ensuring that all examinees admitted to a room were approved for the same Timing Code.
- Ensure that any examinees approved for a reader, stop-the-clock breaks, a transcriber, or examinees approved to respond orally, test individually.
- Count test booklets/forms upon receipt from the Test Accommodations Coordinator.
- Distribute test materials individually to each examinee to ensure that he or she receives
  the test materials assigned by ACT.\*
- Read Verbal Instructions to examinees verbatim.
- Read tests to one examinee, if approved.
- Serve as transcriber for one examinee for the Writing Test, if approved.
- Time tests accurately using two reliable timepieces and record the START, TIME REMAINING, and STOP times in the Manual.
- Accurately complete the Administration Report for the examinees tested in your room.
- Be attentive to examinees and materials at all times.\*
- Walk around the test room to ensure examinees are working on the correct test, discourage prohibited behavior, and respond to illness.\*
- Collect and account for all answer folders and test booklets/forms before dismissing examinees.\*
- Complete detailed documentation of any irregularities and void examinees' tests, as required.
- Return all test materials and forms to the Test Accommodations Coordinator immediately after testing.

#### **Proctor**

A proctor is required to assist the room supervisor with an administration to a group of more than 10 examinees with the same Timing Code.

#### **Specific responsibilities include:**

- Read and understand thoroughly the policies, procedures, and instructions in this Manual to ensure compliance.
- Attend the training session conducted locally by the Test Accommodations Coordinator.
- Help identify and admit examinees.
- Direct examinees to specific, assigned seats.
- Help distribute test materials, making sure each examinee receives the test materials assigned by ACT.

<sup>\*</sup>Proctor may assist with these activities.

- Verify the timing of the tests using a different timepiece than the room supervisor.
- Be attentive to examinees and materials at all times.
- Walk around the room to ensure examinees are working on the correct test, discourage prohibited behavior, and respond to illness.
- Report any irregularities to the room supervisor immediately.
- Accompany examinees to the restroom if more than one needs to leave during a test.
- Help collect and account for all materials after testing.

# Sign Language Interpreter for Spoken Instructions

Examinees with hearing impairments may also request to test with the assistance of an interpreter. The arrangements must be authorized by ACT. Examinees are responsible for obtaining the services of a qualified interpreter (see page 98). The interpreter will sign all instructions spoken by the supervisor, interpret any questions from the examinee, and interpret the supervisor's responses. Actual test items may **not** be interpreted without express written authorization from ACT. The interpreter is expected to stay in the room throughout the administration.

#### Sign Language Interpreter for Exact English Signing of Items

If authorized by ACT, the interpreter is **required** to use Exact English Signing (EES) and may sign for only one examinee in a separate room. The interpreter must sign from the script provided by ACT without change or comment and follow the same procedures as a reader. Interpreters are required to sign an agreement (page 97) affirming that they have read, understand, and will abide by the procedures described in this Manual. Interpreters must meet all the qualifications on page 98.

#### Reader

Each examinee authorized for a reader must test **individually** in a separate room. The room supervisor normally serves as the reader. The reader must read from the script provided by ACT without change or comment. Passages may be repeated, but only as requested by the examinee. Each time a passage is read, the reader must read the test directions, test passages, and test questions **exactly** as they are presented, with no explanation and no additional information provided to the examinee through the reading. All ACT test questions rely on the examinee being able to comprehend and respond to the test materials exactly as written. Any additional information, explanation, or translation would affect what the tests are designed to measure.

The raised line drawings supplied with the reader's script for visually impaired or blind examinees are for use only by the examinee. The reader is not permitted to describe the drawings in the reading, attempt to interpret the drawings, provide information not in the drawings, or present the drawings in any other format.

If ACT determines that any explanation or additional information has been provided to the examinee, that any test materials were not read verbatim, or that the reader did not meet ACT qualifications for readers (page 96), the examinee's scores will be cancelled. Readers are required to sign an agreement (page 95) affirming that they have read, understand, and will abide by the procedures described in this Manual.

# Using Cassettes or Audio DVDs

Examinees approved for oral presentation of the tests may choose **one** of the following: a reader, cassettes, or audio DVDs. The choice depends on available equipment and examinee testing preferences. With either cassettes or audio DVDs, examinees may test as a group (all examinees using cassettes or DVDs are authorized for Timing Code 3—Triple Time) if they have their own headphones, can control the progress of their own players, and begin each test at the same time.

The narration on the cassettes or DVDs cannot be recorded within the standard time limits for each test. Examinees should have ample time to replay any portion of any test, as needed, within the timing guideline for each test. Each examinee will also receive a regular or large type test booklet with which to follow along. If you use cassettes, check to see which tests have been recorded on which sides of the tapes so you can instruct examinees accordingly. For audio DVDs, each test is on one disc.

#### **Notes for Audio DVDs**

If you choose audio DVDs, you will receive *ACT Audio DVD Usage Guidelines* with each set of discs that provide information on software programs, how to handle technical issues, how the discs are divided into chapters or "tracks" for easy navigation by the examinee, and how to assist examinees with navigation problems. You will also receive track listings intended for your use in helping examinees find the track(s) they need.

Audio DVDs are NOT CDs. Only computers that have a drive with "DVD" in the title will play the discs. CD-ROM drives or CD players will NOT work.

Consult with your technical support staff **before** the first scheduled test day and order a practice set of audio DVDs using the order form sent to you (or call ACT State Test Accommodations to have it faxed). Conduct a practice session with examinees to make sure the audio DVDs will work on your equipment and that examinees will be comfortable using them on test day. Have your tech support staff explain how the software works so you can instruct examinees. The audio DVDs have **no video content.** 

#### Important!

- If you choose to purchase hardware or software, ACT will not reimburse you.
- If you order audio DVDs and later discover you cannot use them, follow the instructions in the ACT Audio DVD Usage Guidelines to determine your options.

# Transcriber (Writing Test Only)

If approved by ACT, an examinee may use a transcriber (scribe) for the Writing Test only. The room supervisor normally serves as the scribe. Transcribers must meet the same standards for other testing personnel (see page 9) and sign an agreement (page 99). The examinee dictates the essay to the scribe, who must write verbatim what the examinee says in the lined pages of the Plus Writing Answer Folder. Each examinee approved for a transcriber must test individually in a separate room. The scribe is not to make any corrections not dictated by the examinee. The scribe may write down the examinee's notes or outlines in the blank pages of the test booklet or on scratch paper, but the examinee is responsible for telling the scribe what is and is not part of the final essay. The session must be recorded on a cassette for security and compliance purposes and the tape returned to ACT with the transcribed response.

#### **Training Session**

For standardized testing to occur successfully, staff members, including any named replacements, must understand all their responsibilities. It is critical that the same procedures are followed at every school. Therefore, Test Administration Coordinators are required to hold a training session, even with experienced staff, before test day. This is in addition to the training session held by the Test Supervisor, which the TAC must attend. In schools using audio DVDs, the training session should include your technical support staff. Training Session Topics for Discussion are provided on page 105.

#### Supervisor's Manual State Special Testing

ACT provides this Manual to communicate its expectations. The Manual is proprietary information and is copyrighted by ACT. It is to be used only for the purpose of administering the ACT tests and is not to be copied or shared for any other purpose. Each staff member must review this Manual before the training session and read it before test day. It is critical that each room supervisor reads the **entire** Manual and understands the policies and procedures, as well as the **specific Verbal Instructions for the Timing Code** of the examinees in his or her room.

#### **Authorized Access**

Staff access to materials must be limited to those activities necessary to prepare for test day, the test administration itself, and preparing materials for return to ACT. Access to test materials prior to test day is restricted to the Test Accommodations Coordinator and Test Supervisor. A designated staff member may assist with materials if the Test Accommodations Coordinator or Test Supervisor is present and if that individual does not

have a relative or ward testing on test day (see page 4). Do not permit unauthorized personnel to access the materials. Examinees and anyone who may take the tests within the next 12 months are not permitted access to the materials.

Test materials may not be transferred to the Test Accommodations Coordinator's home or any other location without prior authorization from ACT. If students test with accommodations not specifically authorized in advance or use materials transferred from another location, the answer folders will NOT be scored.

#### **Non-secure Materials**

Non-secure materials will be shipped **separately** to the Test Supervisor. The non-test portions of the answer folders must be completed by all students in a supervised session at school **before** the first scheduled test day (see page 16). You may have students approved for test accommodations complete these sections in a separate session from students testing under standard time conditions. If all students complete the non-test portions in the same session, the Test Accommodations Coordinator is responsible for getting the partially completed answer folders for students testing with accommodations from the Test Supervisor.

The following materials will be sent to the Test Supervisor:

- Taking the ACT State Testing
- ACT State Testing Answer Folders

#### Supervisor's Report Form

The Supervisor's Report Form (SRF) is pregridded by machine and identifies your school to the scoring system. The form is **specific to accommodations testing,** so make sure you use the correct SRF to avoid scoring delays. Answer folders to be scored for students approved for test accommodations are to be returned to ACT underneath this form.

# Materials Supplied by the Examinee(s)

Tell examinees to bring soft lead No. 2 pencils with good erasers (examinees must not use mechanical pencils or ink pens) and a permitted calculator (if desired) for use on the Mathematics Test to the test session. (See page 15 for an explanation of prohibited calculators.) If any of the following are specifically authorized in advance by ACT, the examinee is expected to supply his or her own:

- Brailler or stylus
- media player and/or headphones (if school cannot provide)
- magnifying glass
- color overlays
- · highlight pens

#### Materials Provided by Your School

The school is responsible for providing the following items for each test room:

- a supply of soft lead No. 2 pencils with good erasers to lend to examinees who do not bring them
- a pencil sharpener
- two reliable timepieces: watch, stopwatch, interval timer, or wall clock
- signs, cards, or other materials used in admissions procedures
- computers, media players, and/or cassette players (if approved)

# Security and Storage of Test Materials

#### **Check-in of Secure Test Materials**

Secure test materials for students approved by ACT for accommodations will be shipped to the Test Accommodations Coordinator **separately** from the standard time test materials shipped to the Test Supervisor.

Within 24 hours of receipt, open the carton(s). Examine, count, and check **all** the items in the shipment against the Materials List(s). It is critical that you verify you have the correct materials **assigned by serial number to each examinee** and that you received all materials for each examinee as shown on the State Test Accommodations Roster (see samples, page 103).

Call ACT immediately at 800/553-6244, ext. 1788, if any of the following occurs:

- 1. There is a discrepancy between what you received and what is listed on your Test Materials Distribution List(s) for any examinee(s).
- 2. The seals on the regular type test booklets are broken at any time, except by examinees as instructed on test day.
- 3. You received a damaged test form (e.g., Braille, cassettes, audio DVDs)
- 4. It appears the cartons you receive have been tampered with in any way.
- 5. A test form is lost, stolen, or missing **at any time** while the test forms are in your possession, from receipt to return. Even if a test form is missing only temporarily, do not begin testing without first calling ACT for instructions.
- 6. You receive test booklets/forms with the wrong serial numbers or without serial numbers.

#### **Storage Before Testing**

After you have counted and checked the condition of all materials in your shipment, reseal the cartons with the tape provided and write your name across the seal. Lock them in a secure place to which only you and possibly a few specifically authorized persons have access. Protect the materials from damage, theft, or loss, and from any conditions that could allow prior access to or knowledge of the tests.

#### **Removal from Storage and Assignment to Rooms**

Do not remove the checked in test materials from the security of locked storage until the morning of your first scheduled test day. Materials are to be sorted for distribution to individual rooms before test day, but must be resealed in the original cartons and returned to locked storage after each test session. Under no circumstances is a test form to be opened by anyone other than the examinee as instructed on test day. Test forms must be personally handed to room supervisors by the Test Accommodations Coordinator. Never leave test forms unattended.

#### **Storage After Testing**

After accounting for all materials, prepare them for return (see pages 81–85). Return **all** used **and** unused test forms to your locked storage area immediately after each test administration.

#### **Test Materials Shipping Carton(s)**

Keep the carton(s) in which the test materials were shipped to you. They have reversible address flaps and will be used to return test forms (used and unused) to ACT immediately after all testing is completed.

- Supervisor's Manual State Special Testing (this Manual)
- ACT Test Booklet(s)—multiple-choice and Writing—All Writing Test booklets are large type.
- Regular Type (10 pt.)—for examinees without visual impairments
- Large Type (18 pt.)—for examinees with visual impairments
- Braille—One volume—regular type booklet also included for room supervisor's reference. (Room supervisor is not to read tests to examinee unless the examinee was also approved to have a reader—must use reader's script). You will receive a separate Braille booklet if you are administering the Writing Test.
- Raised-Line Drawings from Mathematics and Science tests. (For use with a reader, cassettes, or audio DVDs for visually impaired examinees.)
- Cassettes—Regular or large type booklet included for examinee to follow along. (Do not read tests to examinee.)
- Audio DVDs—Regular or large type booklet included for examinee to follow along. (Do not read tests to examinee or play the DVDs on one player to a group.)
- Reader's Script—Regular type booklet included for examinee to follow along. (Supervisor must read tests verbatim to **one** examinee.) The Writing Test is not contained in the Reader's Script—it must be read verbatim from the test booklet. See instructions for Timing Code 3.
- Large Type Worksheet—If the examinee is approved to use a large type worksheet, the Test Accommodations Coordinator must arrange to transfer the responses to the answer folder in the examinee's presence. All worksheets must be returned to ACT, stapled to the State Test Accommodations Roster. You must transfer all responses before returning materials. ACT will not transfer responses.

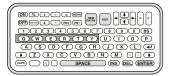
#### Description of Secure Test Materials Shipment

#### **Calculators**

ACT permits examinees to use a calculator on the Mathematics Test (Test 2) but not on any of the other tests. Use of a calculator is optional. All problems on the Mathematics Test can be solved without a calculator. Any four-function, scientific, or graphing calculator may be used, unless it is specifically prohibited as described below.

#### Examples of Prohibited Calculators

QWERTY keyboard



Paper tape



#### Examples of Permitted Calculators

Scientific or graphing



Four-function



ACT provides an updated list of prohibited devices to the Test Supervisor before the initial test date. This list must be provided to each room supervisor for reference during Test 2. These types of calculators are prohibited (check **www.actstudent.org** for updates):

- Texas Instruments: All model numbers that begin with TI-89 or TI-92, and the TI-Nspire CAS—The TI-Nspire (non-CAS) is permitted
- Hewlett-Packard: HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
- Casio: Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G
- handheld, tablet, or laptop computers, including PDAs
- electronic writing pads or pen-input devices—The Sharp EL 9600 is permitted.
- · calculators built into cell phones or any other electronic communication devices
- calculators with a typewriter keypad (letter keys in QWERTY format)—Letter keys not in QWERTY format are permitted.

These types of calculators are permitted, but only after they are modified as noted:

- calculators with paper tape—Remove the tape.
- calculators that make noise—Turn off the sound.
- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material, such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series, and HP 48G)
- calculators that have power cords—Remove all power/electrical cords.

Some calculators may have mathematical formulas printed on the calculator itself; this is permitted. Likewise, some calculators come with preprinted instructions for the use of the calculator that are inserted into the calculator cover and carried with it; these instructions do not need to be removed.

Examinees are responsible for ensuring their calculators meet ACT standards. They are informed of ACT standards for permitted calculators in the booklet *Taking the ACT State Testing*, which advises them to check **www.actstudent.org** or call toll free **800/498-6481** for a recorded message about the latest list of prohibited calculators.

Examinees are responsible for bringing a permitted calculator and making sure it works properly. You are not expected to provide calculators or batteries. Examinees may not share calculators. They may use a backup calculator if you check it first, but may not use or have on the desk more than one calculator at a time.

When the examinee is not working on the Mathematics Test, the calculator must be turned off and put away. If it has games or other functions, those functions may not be used—only the mathematics functions of the calculator may be used.

Calculators are NOT TO BE CLEARED by staff before or during the test. You may clear calculators after the test only if you suspect examinees are attempting to use their calculators' memory to store test items. In such cases, clear the memory and document your suspicions on the Irregularity Report.

Note: Talking calculators must be approved in advance by ACT and the examinee must test individually in a separate room.

# Completing the Non-Test Portions Before Test Day

Students testing with accommodations must personally complete the basic identifying information, mailing address, high school course/grade information, ACT Interest Inventory, and Student Profile Section on their answer folders in a scheduled, supervised in-school session **before** test day. School staff may not complete these sections (except as noted). Separate sessions may be scheduled for students who need additional time or those absent for the initial session. Standard testing requirements do not apply to administering the non-test portions.

The Test Accommodations Coordinator and Test Supervisor should work together to determine whether students testing with accommodations will complete the non-test portions separately or with all other students.

When sessions are conducted to complete these sections, give each examinee his or her answer folder (if you have already applied the barcode labels—see page 17) and a copy of *Taking the ACT State Testing*. Verbal Instructions for completing the non-test portions of the answer folder begin on page 17.

Non-test portions of the answer folder may not be completed on any test day—not before and not after any of the tests. If students are allowed to complete any of the non-test portions on any test day, the answer folders will NOT be scored or scores will be cancelled.

# High School Code (Block K)

The High School Code determines which school will receive the student's ACT score report. Because correct reporting is critical, this field is the responsibility of staff at the testing school. Students are instructed in *Taking the ACT* to leave Block K of the answer folder blank. When Block K is left blank on the answer folder, scores are normally reported to the high school pregridded on the Supervisor's Report Form.

- For **most** students, the school they attend is the school where they test and also the school to which their scores must be reported and used for accountability purposes. For these students, leave Block K of the answer folder blank.
- Some students attend and test at a "receiving" school, which is not their official "home" school. The "receiving school" is the school or facility where the student attends school in order to receive special services away from the home high school. Prior to testing, school staff must determine each student's "home school," "school of origin," or "sending school"—the high school the student would attend if not receiving special services elsewhere. It is the responsibility of staff at the testing school to enter the correct high school code for the student's "home" high school in Block K.
- Certain schools may serve as a test site for students from multiple "home" high schools. If a student tests at a school other than the one they attend, staff at the testing school are responsible for entering the correct high school code for the student's "home" high school in Block K.

Staff **must** grid the correct code on the answer folder before returning the answer documents for scoring. If you are not certain which school is the "home" school for a student, check with your district office. Once you know the school name, get the high school code at **www.actstudent.org/regist/lookuphs.html** and grid that code in Block K.

#### Special Testing Reference Number (Block T)

The six-digit Reference Number printed before the examinee's name on the ACT State Test Accommodations Roster (see samples, page 103) **must** be entered in Block T of the answer folder. Before the first test day, record on the Administration Report the number for each examinee scheduled to test. Then, read the number(s) to the examinee(s) on or before test day so that it can be recorded correctly on the answer folder. **Make sure each examinee enters the number in the boxes AND grids the corresponding ovals accurately.** 

#### **Barcode Labels**

If your school received barcode labels, they must be applied to the shaded block on **the back page** of the State Testing answer folders. Do **not** place the label on page 1. The Test Accommodations Coordinator is to work with the Test Supervisor to determine when and how barcode labels will be applied. The Test Accommodations Coordinator is ultimately responsible for ensuring the answer folders are returned to ACT with the labels applied.

Even if a barcode label is used, all students MUST complete the identifying information on the front and back pages of their answer folders. If examinees do not accurately and completely provide this information, they will not receive their score reports.

Verbal Instructions—
Basic Identifying
Information and High
School Course/
Grade Information

Read aloud all instructions in the shaded boxes. When reading the instructions, pause after each series of dots **and look up to ensure examinees are following instructions.** Text in parentheses is provided for your information only.

You will now complete the non-test portions of your answer folder.

If your school did not receive barcode labels or will apply them later, skip the box below. If your school has already applied the labels, say:

As you are handed an answer folder, turn it over to the back page. Your name should appear on the label there. Raise your hand if you do not receive your own folder....

Resolve any discrepancies in answer folder identification before continuing. Then, say:

Place your answer folder so that page 1 faces you. Open your *Taking the A-C-T* booklet to page 5. Follow the instructions in the booklet to complete the requested information in Blocks A through H. Put one letter or number in each box and fill in the corresponding oval below. Even if your folder has a barcode label, you must fill in Blocks A and B on page 1 completely and accurately. If you have a question, raise your hand. When you have completed Blocks A through H, put your pencil down and look up....

When everyone has completed Blocks A through H, say:

Blocks I and J have been completed for you. Skip Block K. Now, look at Block L, which asks if you wish to participate in the **A-C-T Educational Opportunity Service.** E-O-S is a free college and scholarship information service for students who take the A-C-T. Fill in the "Yes" oval if you want to let colleges, scholarship programs, and A-C-T know that you are interested in receiving information about the opportunities they offer. The colleges and scholarship programs that wish to contact you will receive your name, address, and some of the other information you provide on this answer folder. They will **not** receive your test scores. When you have completed Block L, put your pencil down and look up....

Through EOS, ACT provides information about ACT-tested students to colleges and universities, scholarship programs, leadership programs, and similar organizations so they may contact students about programs and opportunities that they may be interested in exploring. All organizations that receive this information have agreed to use it only for this purpose. Names are not provided to the military or for any commercial purpose.

When everyone has completed Block L, say:

Next, look at Block M. If you want A-C-T to send your scores to colleges or scholarship agencies, find the list of codes that begins on page 11 of *Taking the A-C-T*. Locate the code for each of your choices, enter the correct code numbers in the boxes in order of preference, and fill in the corresponding ovals.

If you currently do NOT plan to go to college, fill in the FIRST oval under "Non-reporting Option" at the right of the block. If you are considering college, but do not want A-C-T to send your scores to any colleges or agencies at this time, fill in the SECOND oval under "Non-reporting Option"....

When everyone has completed Block M, say:

Now, turn your answer folder over to the back page and complete Blocks N through R. To receive your score report and to receive mail from colleges and scholarship programs, you must fill in the address ovals correctly. In Block N, enter each part of the address where you are certain to receive mail from us. Leave a space between the parts of your street address. Use the slash "/" to designate fractions (e.g., 1/2, 3/4). If you live in an apartment, enter the apartment number after the street name. When you have completed Blocks N through R, put your pencil down and look up....

If your school or district assigns local ID numbers, have examinees enter that number in Block S. Otherwise, have them skip Block S.

You will provide each examinee with the correct Examinee Reference Number to enter in Block T on or before test day. If you choose to have examinees complete Block T before test day, follow the instructions on page 27.

If your state requires you to enter information in Blocks U and V, you will be given specific instructions (e.g., Answer Folder Supplement, workshop training materials) for completing them.

When everyone has completed Blocks N through R (or T), say:

Now, turn your answer folder to page 2 and your booklet to page 6. First, look at Courses Taken/Planned. For each course, indicate if you have taken or plan to take it before graduation. Be sure to fill in one oval for each course whether or not you have taken it. In the Grades Earned section, for each course you have taken for a full term (semester, etc.) indicate the final (last) grade you received. Convert

numeric grades to the corresponding letter grades. Round to the nearest letter grade if necessary. Leave blank if you have not completed a full term or if a grade was not awarded for the course. Are there any questions?...

Answer any questions and allow enough time for everyone to complete the High School Course/Grade Information.

#### ACT Interest Inventory and Student Profile Section

Although the Interest Inventory and Student Profile Section (SPS) are **optional**, the information provided in these sections is an integral part of the reports sent to colleges. Examinees who do not complete the Interest Inventory and/or SPS will receive partially blank reports. Say:

Now, turn your booklet to page 7. The A-C-T Interest Inventory is not a test, but a series of questions about your occupational interests and plans. You are to indicate how much you like doing each of the activities listed by marking the appropriate response. Try to mark a response for each activity, even if you are uncertain about how you feel about it. This section should take about 10 minutes, but will not be timed. Read the directions and begin.

When everyone has completed the inventory, proceed to the Student Profile Section. Say:

Now, turn your booklet to page 8 and your answer folder to page 3. The Student Profile Section is not a test, but a series of questions about your extracurricular achievements and future plans that colleges use for planning purposes. If you do NOT plan to go to college, you may skip many of the items. Read each item carefully and respond to each one by filling in the appropriate oval. This should take about 25 minutes, but will not be timed. Read the directions and begin.

When all students have completed the SPS, instruct them to **keep** *Taking the ACT*, tell them when and where to report on test day, and what to bring (e.g., acceptable identification, soft lead No. 2 pencils, a permitted calculator, and any approved testing aids). Remind students **not** to bring cell phones and any other electronic devices. Collect the partially completed answer folders in an order that will facilitate redistribution on test day. Double-check the front and back pages of each folder to be sure the name and mailing address have been gridded.

#### Non-Test Sessions for Absent Students

Students who miss the in-school session to complete the non-test portions of the answer folder must be provided with another opportunity to do so before the first test day. Arrange additional sessions as appropriate to account for all students approved by ACT for test accommodations.

If students have not completed ANY of the non-test portions **before** the first scheduled test day, they are **not** permitted to test that day. Instead, schedule them for a later test day **and** provide an opportunity for them to complete the non-test portions **before** that day. Basic identifying information and mailing address (front and back pages of the answer folder) are required for **all** students.

## **Test Day Activities**

The directions in this section are designed to help ensure a smooth test administration. If you have problems, many of the solutions are listed in this section.

As noted in our policies, testing staff must administer the tests in a nondiscriminatory manner and in accordance with all applicable laws. Slight differences in your perceived behavior can be magnified by examinees under stress.

Be sure all testing staff have a complete copy of this *Supervisor's Manual*, not just the Verbal Instructions, in order to verify procedures for any situation that may occur.

#### **Verbal Instructions**

The maximum length of each test session will vary depending on the timing guidelines authorized for each examinee. **Separate** Verbal Instructions are provided for each Timing Code, as listed below.

In all rooms, for each Timing Code, you must first read the Verbal Instructions on pages 26–29. At the bottom of page 29, you will be directed to the specific Verbal Instructions for the Timing Code of the examinees in your room. You must read the correct Verbal Instructions.

Timing Code	Verbal Instructions
2	pages 30-36
3	pages 37-46
5	pages 47–54
6	pages 55-61
7	pages 62-68
8	pages 69–75

#### **Administration Report**

An Administration Report (page 87, samples on reverse) must be completed for each administration. Enter each examinee's name, Reference Number, and Timing Code number as shown on the State Test Accommodations Roster (samples, page 103). As each test is completed, enter the total number of minutes each examinee **actually used** on that test. For **Timing Code 6**, enter the **total** minutes actually used on **all tests** as each examinee completes his or her last test.

#### **Testing Staff List**

A complete Testing Staff List (page 91) is **required** for each school. The list must cover all administrations held during the testing window. List **all** personnel involved in administering the tests with accommodations, including those assisting with handling or transportation of secure materials, and anyone assisting with security. Include technical support staff if you administer the tests on audio DVDs. The Test Accommodations Coordinator is required to submit a form in addition to the one submitted by the Test Supervisor. If you have any questions, contact ACT.

# Identification of Examinees

All examinees are required to present an acceptable form of identification (see below and page 21) or be personally recognized (face-to-face) by a staff member **before** being admitted to the test room. If an examinee without acceptable ID is permitted to begin testing, the examinee must be dismissed and the answer folder **will not be scored**—even if acceptable ID is presented later.

Indicate the form of identification accepted for admitting each examinee:

P = Photo ID

L = ID Letter (School or Notarized)

R and initials = Personal Recognition by Testing Staff

= Absent (Absence **must** be indicated to verify an examinee did not show up for testing.)

Collect all the following items you accept as identification, and send them to ACT with the Roster after the test. Collect and send the actual item presented, not a photocopy (see page 82).

- School Identification Letters\*
- Notarized Statements\*
- Transcripts\*
- Published Photos (e.g., newspaper/publication clippings)—collect all but yearbooks.
  - \* Must be signed by the examinee on test day, in the presence of a staff member

#### **Acceptable Identification**

All identification must be *original*, not a photocopy or reproduction. No stamped, computer generated, or reproduced signatures are allowed. School-issued identification, publications, letters, and transcripts are not acceptable for homeschooled examinees.

#### Current Official Photo ID

- Current (not expired); AND
- Roster Notation = P
- Issued by a school or city/state/federal government agency; AND
- Shows the examinee's first and last names; AND
- Photo is clearly recognizable as the examinee.
- Signature not required.
- Examples: driver's license, school ID, passport

#### Recent Published Individual Photo

- Must be original, not a photocopy or reproduction; AND
- Published within the last two years; AND
- An individual (not a group) photo, clearly recognizable as the examinee; AND
- Examinee's first and last names in the caption.
- Signature not required.
- Examples: newspaper, school yearbook (collect all but yearbooks)

#### School Identification Letter

#### Roster Notation = L

Roster Notation = P

- On original, official school letterhead. If the official letterhead is computer generated or photocopied, it must be embossed with a raised or inked school seal; AND
- Individually completed and signed, in ink, by a school counselor or other school official (who may not be a relative); AND
- Shows the examinee's first and last names; AND
- Signed by the examinee, in ink, in the presence of that school official; AND
- Attached, recent (within two years), recognizable photograph with a school seal or the school official's ink signature overlapping a portion of the photo, OR
- Examinee's name and physical description including age, gender, height, weight, race, hair and eye color.

#### Notarized Statement with Photo

#### **Roster Notation = L**

- Sworn statement by a notary public (who may not be a relative) identifying the examinee by name; AND
- Attached, recent (within two years), recognizable photograph with the notary seal or stamp overlapping a portion of the photo; AND
- Signed by the examinee, in ink, in the presence of the notary public.

#### Transcript with Photo

#### Roster Notation = L

- Signed in ink by a school counselor or other school official (who may not be a relative); AND
- Attached, recent (within two years), recognizable photograph with the school official's signature or school seal overlapping a portion of the photo; AND
- Signed by the examinee, in ink, in the presence of that school official.

#### Staff Recognition

# Roster Notation = R plus staff initials

- Examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a staff member (who may not be a relative); AND
- That staff member's initials *must* be printed legibly beside the examinee's name on the roster (without staff initials, personal recognition is invalid).

Note: If all examinees in a room were recognized by the same staff member, state that on the roster, indicating the name of the staff member (e.g., "All examinees in this room were recognized by \_\_\_\_\_\_\_") and have the staff member initial the notation.

#### **Examples of Unacceptable Identification**

- Birth certificate
- · ChildFind ID card
- Credit, charge, bank, or check cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- Learner's driving permit, temporary or replacement driver's license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified
- Personal recognition by anyone not working as a member of the testing staff, including classmates, graduates, parents, counselors, and teachers
- Photo ID of parents
- Photo with examinee's name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- · Report card
- · Social Security card
- Telephone calls to testing staff, counselors, teachers, or school officials to identify the examinee
- Traffic ticket, even with a physical description and signature
- Web page with photo

#### **Examinees Without Identification**

Do not admit examinees without acceptable identification to the test room. If the examinee can present the ID **before test booklets have been distributed**, or if the examinee is personally recognized by a staff member, he or she may be admitted. Never delay testing waiting for an examinee to present identification or allow testing of late examinees.

Under no circumstances may any examinee(s) be admitted to test after you start distributing the test booklets in your room. If this policy is violated, the answer folders of the examinees admitted late will not be scored.

#### State Test Accommodations Roster

Write the type of ID accepted by each examinee's name on the State Test Accommodations Roster as examinees are admitted. This roster also tells you each examinee's Reference Number, Timing Code number, assigned test form(s) by serial number, and any other approved accommodations (see samples on page 103). Return the marked original with your answer folders to be scored. You may provide your own roster(s) only if it includes the names and Examinee Reference Numbers of all examinees scheduled to test by test room. You must also mark type of ID accepted and return the marked original to ACT.

# Admitting Examinees to the Test Room

If you test more than one examinee in the same room, they must all have the **same** Timing Code. Control who enters and leaves the test room at all times. Do not allow examinees to enter the test room until the room is properly prepared, the test materials are secure in a location where examinees cannot have access to them, and the room supervisor is ready to admit examinees. Admit examinees by checking them in, one-by-one, at the door of the test room. Do not allow an examinee to enter the room unless the room supervisor has verified the examinee's identification and documented this on the roster. After ID is checked, examinees must stay in the test room. If it is necessary for an examinee to leave, recheck ID upon his or her return.

Do not admit an examinee with a cell phone or any other electronic device (other than a permitted calculator or testing aid approved in advance) into the test room. Make sure the cell phones of testing staff are turned off. Do not allow examinees or staff to bring food or drink, including water, into the test room (unless approved for medical reasons).

IF EXAMINEES WITH DIFFERENT TIMING CODES TEST IN THE SAME ROOM, THEIR ANSWER DOCUMENTS WILL NOT BE SCORED OR THEIR SCORES WILL BE CANCELLED.

#### Left-handed Examinees

You must determine who will need a left-handed writing surface if you are not using tables. Either ask examinees as they are checked into the test room if they require left-handed desks or write a statement on the board telling left-handed examinees to report to the proctor(s) for their seating assignments.

# Directing Examinees to Seats

After an examinee has been identified and the roster marked, direct the examinee to a specific assigned seat. **Never allow examinees to choose their own seats.** Seating examinees alphabetically is usually acceptable, or you may want to direct the first examinee to the extreme left side of the room, the second examinee to the middle of the room, the third to the right side, and so on. Proctors can direct examinees by standing beside the desks to be used or at the front of rows to be filled. If you are using tables large enough for more than one examinee, direct the first examinee to the first table, the second to the second table, and so on. After one examinee has been seated at each table, seat a second examinee at each table.

If you notice when examinees are admitted that they have calculators with large characters (one-inch high or larger) or a raised display, or any other large type test materials, direct them to seats where other examinees cannot see these materials (usually in a back row).

#### **Required Forms**

Completed Rosters, Seating Diagrams, and Administration Reports are **required** for **each** test room used, including rooms where an examinee tests individually. The forms and instructions for completing them are on pages 87–103. If you have any questions, contact ACT.

# General Announcements to Examinees

Before testing begins, you may wish to make announcements regarding:

- Calculators: Read the current list of prohibited calculators from the notice ACT sent to
  the Test Supervisor before the initial test date. Do not read the list from page 15, which
  may be outdated.
- Electronic devices: Other than permitted calculators or approved testing aids, examinees are not allowed to have ANY electronic devices in the test room or use them during break(s).
- Eating, drinking (including water), and the use of tobacco by either the examinee(s) or testing personnel are not allowed in the test room. If the examinee's disability (e.g., diabetes) requires food or drink, the accommodation will be printed on the Roster.
- Hats: Some hats may obstruct your view of examinees' eyes. Because not all hats may
  hinder your ability to monitor examinees, and some hats or other headcoverings may be
  worn for religious or medical reasons, the announcement to remove hats is left to your
  discretion
- Institutional requirements: You may dismiss an examinee who purposefully disregards a posted regulation of your institution and mark the answer folder VOID. Some schools, for example, do not allow smoking on school grounds. Explain to the examinee the reason for the dismissal and write a complete explanation on the Irregularity Report.
- Nervous noise: Some examinees relieve tension through talk and movement before and
  after tests. Because they must maintain complete silence during testing, allow this normal
  behavior, but remind them to be considerate of other rooms that may still be testing while
  your room is taking a break.
- Restrooms: Describe the location of restrooms and drinking fountains available during the break.

#### **Starting Time**

Testing begins when the room supervisor begins reading the Verbal Instructions.

ABSOLUTELY NO ONE MAY BE ADMITTED TO THE TEST ROOM AFTER TEST BOOKLETS HAVE BEEN DISTRIBUTED. IF THIS POLICY IS VIOLATED, THE ANSWER FOLDERS FOR THOSE STUDENTS WILL NOT BE SCORED.

#### Sequence of Tests

For **all Timing Codes**, the tests **must** be administered in the order listed below for all examinees, even if testing over multiple days. If this order is altered, the answer folders will **not** be scored or scores will be cancelled.

Test 1 (English—first)

Test 2 (Mathematics—second)

Test 3 (Reading—third)

Test 4 (Science—fourth)

Writing Test (last)—do not administer until after the four multiple-choice tests.

#### **Timing the Tests**

Each room must use two timepieces, as a precaution in the event one fails. ACT recommends that one of these be an interval timer or stopwatch. Do not use a cell phone as one of your timepieces.

As you begin timing each test, enter the actual Start time and calculate the Time Remaining and Stop times for each test in the box on the relevant page in the Verbal Instructions. Before you announce the time remaining and before you call Stop, check your timepieces carefully against your calculations.

Make a note of the time each examinee completes each test and calculate the minutes actually used by each examinee on that test (e.g., total minutes from the START of Test 1 to the time the examinee finishes Test 1). Enter this number on the Administration Report (page 87).

**Timing Code 6** (time-and-a-half, single session) is the only Timing Code which is self-paced. You must record the **total** minutes used by each examinee on all tests (e.g., from the START of Test 1 to the time the examinee completes his or her last test). For all other Timing Codes, all examinees in the room must begin each test at the same time. For example, if you are administering Test 1—English to a group of examinees all approved for Timing Code 2, ALL examinees in the room must be working on Test 1—English.

Examinees must sit quietly until everyone has completed each test or STOP is called. If all examinees in the room complete a test before time is called, you may begin the next test or dismiss them if it is the last test of the day. An examinee may **not** be dismissed for an extended break (e.g., lunch) to return later and resume testing. You may wish to assign examinees with the same Timing Code who work at the same pace to test in the same room.

#### Announcement of Time Remaining

A verbal announcement of time remaining **must** be made either 30 minutes and/or 5 minutes before the end of each test (See the appropriate Verbal Instructions for your Timing Code.) If you are testing examinees approved for **Timing Code 6,** you will give hourly verbal announcements of the time remaining and announce when there are 5 minutes remaining.

You may post the Start and Stop times or time allowed for each test on the board if one is available (e.g., Test 1, 45 minutes: Start time—8:45, Stop time—9:30). Verify your calculations before writing the time on the board. Do **not** write time remaining on the board as it can be confusing depending on when examinees check it. Time remaining must be a verbal announcement.

#### **Breaks Between Tests**

Examinees authorized to test with **Timing Code 6** (time-and-a-half, self-paced testing), may take a short break after each test. The total time allowed—5 hours if ACT (No Writing), 5 hours, 45 minutes if ACT Plus Writing—includes time for breaks between tests. (Do not stop timing during the breaks.)

Depending on the disability, examinees may be authorized for additional or stop-the-clock breaks, single session, one day. This will be specified on the State Test Accommodations Roster. Each examinee approved for this accommodation must test individually.

# **Examinees Who Leave During a Test and Return**

Examinees may go to the restroom during a test, but it is best not to announce it. Collect test forms and answer folders from examinees who go to the restroom and return them individually as examinees are readmitted. Be sure the same examinees return after leaving. If you have doubts, recheck the identification. Unless the examinee has been specifically authorized by ACT for stop-the-clock breaks, examinees who leave the test room during the timed tests or return after timing has begun may not make up lost time. The absence need not be recorded on the Irregularity Report. If two or more examinees are permitted to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. If no proctor is available, only one examinee may leave the room at a time. **Do not leave a test room unsupervised at any time, even if only one examinee is testing.** 

#### Examinees Who Leave Early

Examinees must remain seated until all test materials are accounted for and they are dismissed. If an examinee insists on leaving early or if an examinee does not return after a break, collect the answer folder and test form, then document the situation on the Irregularity Report (page 93). Determine whether the examinee will be scheduled to start the **next** test on another day (if testing over multiple days). The examinee may not return to a test, even if that test was not completed, but must begin the next test in the sequence. Examinees who leave early may NOT resume testing later that day.

# Examinees Who Become III After Testing Begins

An examinee approved to test over multiple days who becomes ill and must leave the test site may come back and finish the **remaining** tests at any time within the designated testing window. All tests must be completed before the window ends or the answer folder will not be scored. It is in the examinee's best interest to either complete a test before leaving or not begin the next test if he or she is ill. When testing resumes, the examinee may **not** return to the test that was being administered at the time of departure, even if that test was not completed, but must resume testing with the **next** test in the sequence.

Examinees with Timing Code 6 or 8, or those approved for stop-the-clock breaks, must complete all tests in a single session on one day. If they choose to discontinue testing, they cannot resume testing later that day or on any other day in the testing window.

#### Guessing

If you are asked about guessing, refer examinees to the instructions printed on the front cover of the test booklet. Do not comment on or add in any way to the printed directions.

#### **Test Item Challenges**

If an examinee challenges typographical errors or ambiguities in particular test items, tell the examinee to answer the item as it appears and report the details of the challenge to you after the test is over. Complete an Irregularity Report with the examinee's name, Reference Number, address, test booklet number, test form, the item number being challenged, and the examinee's question about the item. For security reasons, do **not** include a copy of the test item. The Test Accommodations Coordinator (or Test Supervisor) must also call ACT on test day (800/553-6244, ext. 1788) to report the challenge.

## Introductory Instructions—ALL Timing Codes

IMPORTANT! The Verbal Instructions vary at certain points, both in the Introductory Instructions and the specific Verbal Instructions for each Timing Code, depending on whether you are administering the ACT (No Writing) or the ACT Plus Writing.

If you are administering the ACT (No Writing), you will be directed to SKIP ahead in the instructions or directed to read specific sets of instructions that apply to ACT (No Writing) ONLY. These directions will be in black text. *Note: IGNORE Timing Code 8 (pages 69–75)*.

If you are administering the ACT Plus Writing, you will be directed to read specific sets of instructions that apply to ACT Plus Writing ONLY. They will be noted in color text.

#### **Administering the Tests**

The ACT must always be administered under supervised, timed, secure, standardized testing conditions. No test room may be left unattended (a staff member must remain in the room), even if only one examinee is testing. To ensure security of test materials, distribute answer folders and test forms only when directed by the Verbal Instructions, not prior to the arrival of examinees.

If you are testing more than one examinee in the same room, all examinees must have the **same Timing Code** and all face the same direction. Timing Code 6 is the ONLY timing code that authorizes examinees to pace themselves from one test to the next. Otherwise, ALL examinees in the room must begin each test at the same time (e.g., if you are on Test 2, all examinees must be working on Test 2).

Most Verbal Instructions are written for sessions with more than one examinee. If you are testing only one examinee, adjust the instructions accordingly.

You must record the total minutes actually used by each examinee on each test on the Administration Report (page 87). For Timing Code 6 only, you must record the total number of minutes actually used on ALL tests. You must also enter each examinee's Reference Number (from your Roster) on the Seating Diagram (page 89), even if only one examinee is testing.

#### **Verbal Instructions**

To ensure standardized conditions, room supervisors must read the Verbal Instructions loudly, clearly, and exactly as written. Read aloud all the instructions in the shaded boxes. When reading the instructions, pause after each series of dots **and look up at the examinees to be sure they are following instructions.** 

After all examinees have been identified, admitted, and seated, distribute the partially completed answer folders **individually**, making sure each examinee receives his or her own folder. Then, say:

We are ready to begin testing. As I hand you an answer folder, check to make sure you receive your own. If you do not, raise your hand....

You must resolve any discrepancies in answer folder identification before proceeding.

- If you are administering the ACT (No Writing), read the LEFT column.
- If you are administering the ACT Plus Writing, read the RIGHT column.

## **No Writing**

Today, you will be taking the A-C-T, which is composed of multiple-choice tests in English, Mathematics, Reading, and Science.

## **Plus Writing**

Today, you will be taking the A-C-T Plus Writing, which is composed of multiple-choice tests in English, Mathematics, Reading, and Science, followed by a Writing Test, for which you will complete an essay written in English.

ALL administrations continue by reading the following:

Eating, drinking, and the use of tobacco or reading materials are not permitted in the test room. You are not allowed to have cell phones, timers, media players, or **any other** electronic devices in the test room, or use them during breaks. You are allowed to have only a permitted calculator and/or any testing aids approved in advance by ACT. If we find that you have brought a cell phone or any other electronic device into the test room, or you use one during a break, you will be dismissed and your answer folder will not be scored. If you brought a calculator, put it away now; you may use it only during the Mathematics Test....

Please clear your desk of everything except soft lead No. 2 pencils, erasers, and your answer folder. Place all personal items under your seat. You will not be able to access them during testing.

Your answer folder will be scored by machine. Make all marks heavy and black. Fill in each oval or rectangle completely without extending your marks outside the lines. Stray marks, smudges, or errors not carefully and cleanly erased can affect the scoring of your answer folder. Do not use a mechanical pencil, ink pen, or correction fluid. If you do, your answer folder cannot be scored accurately.

**Special Testing Reference Number**—The six-digit **Reference Number** printed before the examinee's name on the State Test Accommodations Roster (see samples, page 103) must be entered by the examinee in **Block T** of the answer folder. Before testing begins, record on the Administration Report the number for each examinee. Then, read the number(s) to each examinee(s) so that the correct number can be entered **and** the corresponding ovals gridded accurately on the answer folder. Otherwise, scores may be delayed.

First, turn your answer folder to the back page. In **Block T**, enter your Reference Number, which is \_\_ \_ \_ \_ \_ \_ \_ . (This number appears on the State Test Accommodations Roster by the examinee's name; read it to each examinee.) Make sure you enter the number correctly in the boxes provided **and** grid the corresponding ovals accurately....

Now, turn your answer folder to page 4. I will now hand you a multiplechoice test booklet. Do not break the seal or open it until I tell you to do so. Test booklets are the property of A-C-T and must be returned before you are dismissed. You are strictly prohibited from disclosing test questions or response choices to anyone. When you receive your test booklet, sign and print your name and enter your date of birth in the spaces provided on the front cover. Then, read the directions. After you have read them, look up....

A test booklet or form has been **assigned** to each examinee by **serial number**. Check the number handwritten on the Materials List and then hand each examinee his or her assigned test form individually. Do not have examinees pass booklets back or across aisles. Do not leave test booklets at empty seats.

If you are testing more than one examinee, you must keep track of where each examinee is seated by Reference Number (not test form serial number) for completing your Seating Diagram.

Do not admit any examinees to the test room once you begin distributing test booklets.

When all examinees have read the directions, say:

If an examinee is using a test form that does NOT have a six-digit serial number (large type, Braille, cassettes, or audio DVDs), ALWAYS have the examinee copy the serial number from the regular type

booklet.

In the top-left corner of your regular type test booklet, find the six-digit number. Copy it into the "Booklet Number" boxes on your answer folder and fill in the corresponding oval in the column below each box....

Now, find the 3-character test form under the date of birth boxes, copy it into the "Form" boxes on your answer folder, and fill in the matching oval. If you do not fill in the correct oval, your answer folder cannot be scored accurately.

You must walk around the room and ensure that each examinee has entered the correct test booklet number and test form and filled in those ovals on the answer folder.

When all examinees have recorded this information, say:

Please listen carefully to the following instructions. The use of scratch paper is not permitted. If you need to do any figuring or scratch work, write in your test booklet. (If examinees are using a test form they are not permitted to write on, you may provide scratch paper.)

Mark only one response to each question. You will receive credit only for responses properly marked on your answer folder during the time allowed for a specific test. I will walk around the room during testing to be sure you are working on the right test. If you have a question or need another pencil, raise your hand. Do not look around.

If you are wearing a watch with an alarm, you must be sure it is turned off now. If your alarm sounds in the test room, you will be dismissed and your answer folder will not be scored....

I will keep the official time for this examination. I will give an announcement of time remaining on each test to serve as a warning before time is called. It is to your advantage to answer every question. Are there any questions?...

Answer any questions, then say:

The following behaviors are prohibited. You will be dismissed and your answer folder will not be scored if you are found:

- using or in possession of any electronic device during testing or during breaks
- looking back at a test on which time has already been called
- looking ahead in the test booklet
- · using a prohibited calculator
- using a calculator on any test other than the Mathematics Test
- attempting to remove test materials, including test questions or answers, from the test room by any means
- using highlight pens, colored pens or pencils, scratch paper, notes, dictionaries, or any testing aids not authorized in advance by ACT
- not following instructions or abiding by the rules of this test site
- exhibiting confrontational, threatening, or unruly behavior
- filling in or altering ovals on a test after time has been called on that test. Filling in ovals on a previous test during a later test, even with the test booklet closed, is prohibited. If I notice that a test has not been completed and later notice that it has been, I will dismiss you and your answer folder will not be scored.

If you are testing more than one examinee, also say:

- looking at another examinee's test booklet or answer folder
- giving or receiving assistance
- · sharing a calculator with another examinee
- creating a disturbance

Remember to keep your answer folder flat on your desk and placed so that others cannot see it.

ALL administrations skip to the Verbal Instructions for the specific Timing Code for all the examinees in your room NOW, as indicated below.

For Timing Code 2, continue on page 30.

For Timing Code 3, continue on page 37.

For Timing Code 5, continue on page 47.

For Timing Code 6, continue on page 55.

For Timing Code 7, continue on page 62.

For Timing Code 8, continue on page 69. (Plus Writing ONLY)

## **Timing Code 2** Double Time over Multiple Days

This section contains the Verbal Instructions for examinees identified on the ACT State Test Accommodations Roster with Timing Code 2 (printed below their Reference Number). The timing guideline for each test is: Test 1—90 minutes; Test 2—120 minutes; Test 3—70 minutes; Test 4—70 minutes; Writing Test—60 minutes. These guidelines have been set to ensure that 90 percent of examinees will finish before that time. Testing may occur over multiple days; however, each test must be completed during one session.

Say:

I will announce when 30 minutes remain on each test to serve as a warning before time is called. When I call time and tell you to stop, put your pencil down **immediately** and look up at me. If you finish before I call time, recheck your work on that test, place your answer folder inside your test booklet, and close the cover. You may not read or engage in any other activity that could distract others still testing. From this time on, there must be no talking. Listen carefully to these instructions.

**Test 1** is English. Do not go on to the next test until I tell you to do so. **You have up to 90 minutes to complete Test 1.** You may now break the seal, open your booklet, turn to **Test 1**, read the directions carefully, and begin work.

The following instructions are written for examinees who are taking one test per day. If you are administering the tests in fewer sessions, adjust the directions accordingly.

1 - - - - - - - - -

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 1. Calculate the minutes actually used by each examinee and enter this number on the Administration Report (page 87).

During testing, check to be sure examinees are working on the correct test.

If you observe prohibited behavior that requires you to dismiss an examinee and void the answer folder, you must inform the examinee the answer folder will not be scored and the reasons for your action. Detailed irregularity descriptions and procedures are provided on pages 76–80.

If any examinees are still working after 1 hour, read the following:

Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 1, or another 30 minutes (90 minutes total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

# Timing Code 2 Test 1 90 Minutes Start \_\_\_ Stop \_\_\_ 30 minutes remaining \_\_\_\_ Date: \_\_\_\_

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on		promptly at	
	(date)	(time)	

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

**Test 2** is Mathematics. The right-hand side of each page of the next section of the test booklet is blank for any figuring you may need to do. All problems on the Mathematics Test can be solved without a calculator. However, you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

You are responsible for knowing if your calculator is permitted. I will check your calculator during the test. If you use a prohibited calculator, you will be dismissed and your answer folder will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk. Are there any questions?...

If you finish before time is called, recheck your work on Test 2, turn off your calculator, place your answer folder inside your test booklet, and close the cover. Do not turn the page to the next test and do not fill in or alter ovals for Test 1. You have up to 120 minutes to complete Test 2. Turn to Test 2, read the directions carefully, and begin work.

# Timing Code 2 Test 2 120 Minutes Start \_\_\_ Stop \_\_\_ 30 minutes remaining \_\_\_\_ Date: \_\_\_

2	$\triangle$	2								
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Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 2. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

Testing personnel must check all calculators as soon as the timing of Test 2 begins. (Refer to page 15 for specific guidelines and examples.)

• If an examinee uses a prohibited calculator, follow the instructions on pages 79–80 to void the answer folder and dismiss the examinee. Be sure you inform the examinee the answer folder will not be scored and the reason for your action. Document this dismissal on the Irregularity Report. The examinee will not be allowed to take any other tests.

If any examinees are still working after 1-1/2 hours, read the following:

Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 2, or another 30 minutes (120 minutes total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on		promptly at	
	(date)	(time)	

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

**Test 3** is Reading. Do not go on to the next test and do not fill in or alter ovals for previous tests. **You have up to 70 minutes to complete Test 3.** Turn to **Test 3,** read the directions carefully, and begin work.

# Timing Code 2 Test 3 70 Minutes Start \_\_\_\_ Stop \_\_\_ 30 minutes remaining \_\_\_\_ Date: \_\_\_\_

3 |

3

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 3. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 40 minutes, read the following:

Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 3, or another 30 minutes (70 minutes total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_\_ (time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

**Test 4** is Science. Do not fill in or alter ovals for any other test. **You have up to 70 minutes to complete Test 4.** Turn to **Test 4,** read the directions carefully, and begin work.

# Timing Code 2 Test 4 70 Minutes Start \_\_\_ Stop \_\_\_ 30 minutes remaining

Date:

40000000004

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 4. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 40 minutes, read the following:

Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 4, or another 30 minutes (70 minutes total) have passed, say:

Stop, read the statement at the bottom of page 4 of your answer folder; then sign—do not print—your name. Failure to sign your name could invalidate your answer folder. Enter today's date (give the date), then put your pencil down, close your answer folder, and look up....

# **No Writing**

Complete your administration with the instructions below.



# **Plus Writing**

SKIP to page 35 NOW to continue your administration. (If you administer the Writing Test on the next day, adjust the instructions accordingly.)



I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed. Do not dismiss examinees until you have verified that you have an answer folder for each examinee and that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately three to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

## Plus Writing administrations resume here.

I will now collect the test booklets. Do not open or mark on your answer folder. I will collect the test booklets individually; do not pass them in. Leave your answer folder on your desk so that page 1 faces up. Remain guietly in your seat until I give you further instructions.

Collect the multiple-choice test booklets individually. **Do NOT distribute the Writing Test booklets.** Monitor examinees to make sure they do not mark on or alter their answer folders. Count the test booklets to make sure the number collected equals the number you distributed.

After the count has been verified, say:

You may now take five minutes to relax and sharpen your pencils. You may not leave the room.

Do not leave the test room unattended during the break.

## **Writing Test**

Resume testing after five minutes. Do not wait for examinees who return late. Lost time may not be made up. If an examinee returns after you have distributed the Writing Test booklets, hand the examinee his or her assigned Writing Test booklet and have him or her read the directions. Quietly show the examinee how to enter the test booklet number and test form on page 6 of the answer folder.

After the five-minute break, say:

Please get ready to resume testing.... The next test is a Writing Test for which you will complete an essay written in English. You must use a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.

Open your answer folder, turn it to page 5, print your name in the spaces provided, and look up....

I will now hand you a Writing Test booklet. Do not break the seal or open it until I tell you to do so. When you receive your test booklet, sign and print your name and enter your date of birth in the spaces provided on the front cover. Then, read the directions. After you have read them, look up....

Individually hand each examinee his or her **assigned** Writing Test booklet. When all examinees have read the directions, say:

Turn your answer folder to page 6. In the top-left corner of your test booklet, find the six-digit number. Copy it into the "Booklet Number" boxes on your answer folder and fill in the corresponding oval in the column below each box....

Now, find the 3-character test form under the date of birth boxes, copy it into the "Form" boxes on your answer folder, and fill in the matching oval. If you do not fill in the correct oval, your answer folder cannot be scored accurately.

Walk around the room to make sure examinees have entered the correct test booklet number and test form, and filled in those ovals on the answer folder. When everyone is finished, say:

You will have up to 60 minutes to work on the Writing Test. I will announce when you have 30 minutes remaining and again when you have 5 minutes remaining to serve as warnings before time is called. If you finish before I call time, recheck your work on the Writing Test, close both your test booklet and answer folder, and place them on your desk with page 1 of the answer folder facing up. You must sit quietly until time is called. Are there any questions?...

Answer any questions, then say:

You have up to 60 minutes to work on this test. You may now break the seal, open the test booklet, read the assignment, and begin work.

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes the Writing Test. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 30 minutes, say:

Attention. You have up to another 30 minutes to work.

If any examinees are still working after another 25 minutes (55 minutes total) have passed, say:

Attention. You have up to another 5 minutes to work.

When all examinees have completed the Writing Test or another 5 minutes (60 minutes total) have passed, say:

Stop, put your pencil down, and look up....

Close both your test booklet and answer folder and keep them separate on your desk. I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed. Do not dismiss examinees until you have verified that you have an answer folder for each examinee and that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately five to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

# Timing Code 2 Writing Test 60 minutes

Start \_\_\_ Stop \_\_

30 minutes remaining

5 minutes remaining

Date:

# **Timing Code 3** Triple Time over Multiple Days

This section contains the Verbal Instructions for examinees identified on the ACT State Test Accommodations Roster with Timing Code 3 (printed below their Reference Number). The timing guideline for each test is: Test 1—135 minutes (180 minutes if using a reader, cassettes, or audio DVDs); Test 2—180 minutes; Test 3—105 minutes; Test 4—105 minutes; Writing Test—90 minutes. These guidelines have been set to ensure that 90 percent of examinees will finish before that time. Testing may occur over multiple days; however, each test must be completed during one session.

## Readers

An examinee approved to test with a reader must test **individually.** Readers are **not** permitted to read the tests to a group. The room supervisor normally serves as the reader and must read the tests verbatim from a script prepared by ACT.

The Writing Test is not in the reader's script. Read the directions and writing prompt verbatim to the examinee from the Writing Test booklet as directed on page 43.

## Cassettes or Audio DVDs

Examinees approved to test with cassettes or audio DVDs may test as a group if they all use individual headphones, can control the progress of their own players, and begin each test at the same time.

Make sure that you **individually** hand each examinee his or her **assigned** tape or disc one at a time and only distribute each tape or disc just before you begin timing that test.

## **Audio DVD Notes**

For audio DVDs, ACT recommends the use of a proctor. Make sure that your technical support staff have set up the test room and all playback devices with the appropriate software (if using computers) before test day.

If you have not done so, order practice audio DVDs and conduct a practice session. It is critical that you study the *ACT Audio DVD Usage Guidelines* and Track Listings included with each set of audio DVDs well before the first test day.

Use your judgment as to which instructions are needed by an examinee(s) who cannot mark the answer folder or sign his or her name.

If any examinees were approved to respond orally, it will be noted on your roster and the examinee must test individually. You are responsible for accurately transferring the examinee's responses to the answer folder in the examinee's presence. The session(s) must also be tape-recorded for security and compliance purposes (ACT will supply blank tapes) and the tape(s) returned to ACT with the answer folder.

I will announce when 30 minutes remain on each test to serve as a warning before time is called. When I call time and tell you to stop, put your pencil down **immediately** and look up at me. If you finish before I call time, recheck your work on that test, place your answer folder inside your test booklet, and close the cover. You may not read or engage in any other activity that could distract others still testing. From this time on, there must be no talking. Listen carefully to these instructions.

Timing Code 3
Test 1\*
135 Minutes
Start \_\_\_ Stop \_\_\_
30 minutes
remaining
\_\_\_\_
Date: \_\_\_\_

\*Examinees using a reader, cassettes, or audio DVDs, have up to 180 minutes.

Examinees using cassettes or audio DVDs must press STOP on their playback devices immediately.

**Test 1** is English. Do not go on to the next test until I tell you to do so. **You have up to 135 minutes to complete Test 1.** You may now break the seal, open your booklet, turn to **Test 1**, read the directions carefully, and begin work.

The following instructions are written for examinees who are taking one test per day. If you are administering the tests in fewer sessions, adjust the directions accordingly.

1 - - - - - - - - 1

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 1. Calculate the minutes actually used by each examinee and enter this number on the Administration Report (page 87).

During testing, check to be sure examinees are working on the correct test.

If you observe prohibited behavior that requires you to dismiss an examinee and void the answer folder, you must inform the examinee the answer folder will not be scored and the reasons for your action. Detailed irregularity descriptions and procedures are provided on pages 76–80.

If any examinees are still working after 1 hour 45 minutes (after 2 hours 30 minutes for examinees using a reader, cassettes, or audio DVDs), say:

Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 1, or another 30 minutes (135 minutes or 180 minutes total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_\_. (time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

**Test 2** is Mathematics. The right-hand side of each page of the test booklet is blank for any figuring you may need to do. All problems on the Mathematics Test can be solved without a calculator. However, you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

You are responsible for knowing if your calculator is permitted. I will check your calculator during the test. If you use a prohibited calculator, you will be dismissed and your answer folder will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk. Are there any questions?...

If you finish before time is called, recheck your work on Test 2, turn off your calculator, place your answer folder inside your test booklet, and close the cover. Do not turn the page to the next test and do not fill in or alter ovals for Test 1. **You have up to 3 hours to complete Test 2.** Turn to **Test 2,** read the directions carefully, and begin work.

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 2. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

Testing personnel must check all calculators as soon as the timing of Test 2 begins. (Refer to page 15 for specific guidelines and examples.)

• If an examinee uses a prohibited calculator, follow the instructions on pages 79–80 to void the answer folder and dismiss the examinee. Be sure you inform the examinee the answer folder will not be scored and the reason for your action. Document this dismissal on the Irregularity Report. The examinee will not be allowed to take any other tests.

If any examinees are still working after 2-1/2 hours, read the following:

## Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 2, or another 30 minutes (3 hours total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

# Timing Code 3 Test 2 180 Minutes Start \_\_\_\_ Stop \_\_\_\_ 30 minutes remaining \_\_\_\_ Date: \_\_\_\_

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_. (time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

Test 3 is Reading. Do not go on to the next test and do not fill in or alter ovals for previous tests. You have up to 105 minutes to complete Test 3. Turn to Test 3, read the directions carefully, and begin work.

3

3

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 3. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 1 hour 15 minutes, read the following:

Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 3, or another 30 minutes (105 minutes total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on	promptly at	
	(date)	(time)

Direct examinees to the next activity, as determined by your school administration.

Timing Code 3 Test 3 105 Minutes

Start \_\_\_ Stop \_\_ 30 minutes remaining

Date: \_\_\_\_\_

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure the examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

**Test 4** is Science. Do not fill in or alter ovals for any other test. **You have up to 105 minutes to complete Test 4.** Turn to **Test 4,** read the directions carefully, and begin work.

Timing Code 3
Test 4
105 Minutes

Start \_\_\_ Stop \_ 30 minutes remaining

Date:

4

















4

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 4. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 1 hour 15 minutes, read the following:

Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 4, or another 30 minutes (105 minutes total) have passed, say:

Stop, read the statement at the bottom of page 4 of your answer folder; then sign—do not print—your name. Failure to sign your name could invalidate your answer folder. Enter today's date (give the date), then put your pencil down, close your answer folder, and look up....

# **No Writing**

Complete your administration with the instructions below.



# **Plus Writing**

SKIP to page 42 NOW to continue your administration.



I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed. Do not dismiss examinees until you have verified that you have an answer folder for each examinee and that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately three to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.



Plus Writing administrations resume here.

I will now collect the answer folders and test booklets. They will be picked up individually; do not pass them in. Remain quietly in your seat until I give you further instructions.

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on		_ promptly at	
ŭ	(date)	(time)	

Direct examinees to the next activity as determined by your school administration.

## **Writing Test**

## **Important Notes**

- Examinees approved to use readers, sign language interpreters for test items, or a transcriber or voice-activated computer software for the essay must test individually, each in a separate room.
- Examinees approved to use a computer or Brailler for the essay may test as a group.
- If using a transcriber (scribe), the session must be taped for security and compliance purposes and the scribe must begin the session by recording the examinee's name and Reference Number on the tape (ACT provides a blank tape).
- The room supervisor normally serves as the reader or transcriber.
- If using a transcriber, Brailler, computer, or voice-activated computer software, the room supervisor must sign and return the agreement on page 99 or scores will not be released.

## Specific instructions for each alternate response mode appear below.

## Readers:

Read the directions and prompt to **one** examinee verbatim from the Writing Test booklet.

- 1. Read the directions first, and then hand the booklet to the examinee so he or she can review the directions as needed, enter the requested information on the front cover of the test booklet, and fill in the test booklet number and test form on the answer folder (see pages 44–45).
- 2. When the examinee indicates he or she is ready to begin, instruct him or her to break the seal and hand the booklet to you.
- 3. Read the prompt verbatim to the examinee, and then return the booklet to the examinee for reference while writing the essay.
- 4. Verify the examinee is ready to begin work and **BEGIN TIMING.**

## **Transcribers:**

- Record **verbatim** on the lined pages of the answer folder exactly what the examinee dictates, even if there is an error.
- You may transcribe for only **one** examinee.
- Write or print legibly in the lined pages of the answer folder with a soft lead No. 2 pencil (Do not use a mechanical pencil, ink pen, or correction fluid.)
- Do not organize or paraphrase the examinee's thoughts into a final draft.
- If the examinee requests you to write down any notes or outlines, you may do so in the test booklet or on scratch paper, but the examinee is responsible for indicating what is and is not part of the final essay.
- Do not make any corrections not dictated to you by the examinee or comment in any way on what the examinee dictates. If you are not clear on what the examinee wants you to write, you may ask him or her to repeat or clarify.
- The examinee must provide **all** information, including spelling of difficult words, spelling of words that can be spelled more than one way (e.g., two, to, and too), punctuation, paragraphing, grammar, etc.
- At any time before STOP is called, the examinee may review the transcribed response. You may either hand the examinee the answer folder so he or she can read what you transcribed, or if the examinee is visually impaired, you may read the response to the examinee verbatim with no changes of inflection or pauses that would alert the examinee to any mistakes.
- ACT provides a blank tape for you to record the session. Begin the session by recording the examinee's name and Reference Number. The tape is for security and compliance purposes only. The examinee's score is based solely on the transcribed response.
- When the ACT Writing Test is completed, sign the agreement on page 99, and then securely wrap the agreement around the tape for return to ACT. (Do not wrap the answer folder around the tape.)
- Scores will **not** be released until the tape and signed agreement are received.

## **Braillers, Computers, or Computer Voice-Activated Software:**

- The grammar check feature must be turned off and the room supervisor must sign the agreement on page 99 to certify this was done.
- Do not transfer the essay to the answer folder. Return the essay exactly as printed to ACT with the answer folder. Do not return them separately or scoring may be delayed.
- The examinee's name and Reference Number must appear at the top of the first page of the essay.
- The essay must be printed in 12-point type on standard 8-1/2"x11" paper with the following margins:

Top of page 2 inches
Bottom of page 1-1/2 inches
Left and Right Side Margins 1 inch

Read the following instructions to an examinee using a transcriber:

- The transcriber (scribe) will write down verbatim on the answer folder only what you dictate.
- The scribe will not organize or paraphrase your thoughts into a final draft and will only make corrections dictated by you.
- The scribe may write down any notes or outlines you dictate, but you are responsible for telling the scribe what is and is not part of your final essay.
- You must provide all information, including spelling of difficult words, spelling of words that can be spelled more than one way (e.g., two, to, and too), punctuation, paragraphing, grammar, and so forth.
- You may review what the scribe has written at any time before Stop is called, normally by reading it yourself. If you are visually impaired, the scribe will read it to you.
- The session will be taped and the tape sent to A-C-T along with your transcribed response. Your score will be based solely on your transcribed response; the tape is for security and compliance purposes only.

When examinees report for the next day of testing, check the Reference Numbers on the Roster with the Reference Numbers in Block T of the answer folders to be sure examinees receive their own. Individually hand examinees the answer folders.

We are ready to begin testing. The next test is a Writing Test for which you will complete an essay written in English. You must use a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.

Open your answer folder and turn it to page 5. Print your name in the spaces provided, and look up....

I will now hand you a Writing Test booklet. Do not break the seal or open it until I tell you to do so. When you receive your test booklet, sign and print your name and enter your date of birth in the spaces provided on the front cover. Then, read the directions. After you have read them, look up....

Individually hand each examinee his or her assigned Writing Test booklet.

When all examinees have read the directions, say:

Turn your answer folder to page 6. In the top-left corner of your test booklet, find the six-digit number. Copy it into the "Booklet Number" boxes on your answer folder and fill in the corresponding oval in the column below each box....

Now, find the 3-character test form under the date of birth boxes, copy it into the "Form" boxes on your answer folder, and fill in the matching oval. If you do not fill in the correct oval, your answer folder cannot be scored accurately.

Walk around the room to make sure examinees have entered the correct test booklet number and test form, and filled in those ovals on the answer folder. When everyone is finished, say:

You will have up to 90 minutes to work on the Writing Test. I will announce when you have 30 minutes remaining on this test and again when you have 5 minutes remaining to serve as warnings before time is called. If you finish before I call time, recheck your work on the Writing Test, close both your test booklet and answer folder and place them on your desk with page 1 of the answer folder facing up. You must sit quietly until time is called. Are there any questions? ...

Answer any questions, then say:

You have up to 90 minutes to work on this test. You may now break the seal, open your test booklet, read the assignment, and begin work.

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes the Writing Test. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 60 minutes, say:

Attention. You have up to another 30 minutes to work.

If any examinees are still working after another 25 minutes (85 minutes total) have passed, say:

Attention. You have up to another 5 minutes to work.

When all examinees have completed the Writing Test or another 5 minutes (90 minutes total) have passed, say:

Stop, put your pencil down, and look up....

Close both your test booklet and answer folder so that page 1 of your answer folder faces up and keep them separate on your desk. I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

# Timing Code 3 Writing Test 90 minutes Start \_\_\_\_ Stop \_\_\_ 30 minutes remaining

5 minutes remaining

Date: \_\_\_\_\_

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed and that you have an answer folder for each examinee. Do not dismiss examinees until you have verified that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed five to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

If the examinee used cassettes or audio DVDs, check the player(s) to make sure they are empty before allowing them to be removed from the test room. If the examinee used a computer for the essay, make sure you clear the essay from the computer after printing.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

# **Timing Code 5**

# Standard Time over Multiple Days OR Single Session with Authorized Stop-the-Clock Breaks

This section contains the Verbal Instructions for examinees identified on the ACT State Test Accommodations Roster with Timing Code 5 (printed below their Reference Number). Examinees with Timing Code 5 are authorized to test with standard time *either*:

- over multiple days, or
- in a single session on one day with stop-the-clock breaks (must test individually)

The time allowed for each test is: Test 1—45 minutes; Test 2—60 minutes; Test 3—35 minutes; Test 4—35 minutes; Writing Test—30 minutes.

The Verbal Instructions are written for examinees testing over multiple days; one test per day. If you administer the tests in fewer sessions, adjust the instructions accordingly.

If the examinee has been authorized by ACT to test on one day with stop-theclock breaks, adjust the instructions accordingly. You MUST record testing times—minutes used prior to and after breaks—on the Administration Report. Do not include time spent on breaks in the testing time used by the examinee.

Do NOT use these Verbal Instructions to test examinees who were not approved by ACT for accommodations and do NOT test examinees with Timing Code 5 in the same room as standard time examinees or examinees with Timing Code 8.

Say:

I will announce when five minutes remain on each test to serve as a warning before time is called. When I call time and tell you to stop, put your pencil down **immediately** and look up at me. If you finish before I call time, recheck your work on that test, place your answer folder inside your test booklet and close the cover. You may not read or engage in any other activity that could distract others still testing. From this time on, there must be no talking. Listen carefully to these instructions.

**Test 1** is English. **You will have 45 minutes to work on this test.** Do not begin work until I tell you to do so. You may now break the seal, but do not open the booklet.

Wait for everyone to break the seal, set your stopwatch or interval timer to **45 minutes**, and then say:

You have 45 minutes to work on this test. Open your booklet to Test 1, read the directions carefully, and begin work.

If you have more than one examinee authorized for stop-theclock breaks, you must test each examinee individually.

Do NOT test examinees testing over multiple days in the same room as an examinee testing on one day with stop-the-clock breaks.

# Timing Code 5 Test 1 45 Minutes Start \_\_\_ Stop \_\_\_ 5 minutes remaining Date: \_\_\_

1 - - - - - - - - 1

For each test, enter the Start time on the appropriate page and calculate the Time Remaining and Stop times. Be sure you record the *actual* times you make your announcements. Make a note of the time each examinee finishes each test. Calculate the minutes actually used by each examinee on each test and enter this number on the Administration Report (page 87).

Before you announce time remaining and before you call Stop, check your timepiece carefully against the time you have written down. **Keep this Manual in your files for at least two months after the end of the testing window, in case the timing of a test is questioned.** 

During testing, check to be sure examinees are working on the correct test. If you observe prohibited behavior that requires you to dismiss an examinee and void the answer folder, you must inform the examinee the answer folder will not be scored and the reasons for your action. Detailed irregularity descriptions and procedures are provided on pages 76–80.

When your watch or timer indicates exactly **40 minutes** have passed and you have checked the time, say:

## Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 45 minutes total) have passed and you have checked the Stop time, say:

Stop, put your pencil down. Place your answer folder inside your booklet, close the cover, and look up at me....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on	promptly at		
· ·	(date)	(time)	

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

**Test 2** is Mathematics. The right-hand side of each page of the next section of the test booklet is blank for any figuring you may need to do. All problems on the Mathematics Test can be solved without a calculator. However, you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

You are responsible for knowing if your calculator is permitted. I will check your calculator during the test. If you use a prohibited calculator, you will be dismissed and your answer folder will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand, and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk. Are there any questions?...

You will have 60 minutes to work on this test. Do not begin work until I tell you to do so. If you finish before time is called, recheck your work on Test 2, turn off your calculator, place your answer folder inside your test booklet, and close the cover. Do not go on to the next test, and do not fill in or alter ovals for Test 1. Please close your calculator quietly in consideration of others....

Set your stopwatch or interval timer to **60 minutes**, and say:

You have 60 minutes to work on this test. Turn to Test 2, read the directions carefully, and begin work.

# Timing Code 5 Test 2 60 Minutes Start \_\_\_\_ Stop \_\_\_ 5 minutes remaining \_\_\_\_ Date: \_\_\_\_

Testing personnel must check all calculators as soon as timing for Test 2 begins and periodically throughout Test 2. (Refer to page 15 for specific guidelines and examples.)

• If an examinee uses a prohibited calculator, follow the instructions on pages 79–80 to void the answer folder and dismiss the examinee. Be sure you inform the examinee the answer folder will not be scored and the reason for your action. Document this dismissal on the Irregularity Report. The examinee will not be allowed to take any other tests.

When your watch or timer indicates exactly **55 minutes** have passed and you have checked the time, say:

Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 60 minutes total) have passed and you have checked the Stop time, say:

Stop, put your pencil down. Place your answer folder inside your booklet, close the cover, and look up at me....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_. (time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

**Test 3** is Reading. **You will have 35 minutes to work on this test.** If you finish before time is called, recheck your work on Test 3, then close your test booklet and answer folder. Do not go on to the next test and do not fill in or alter ovals for previous tests. Are there any questions?...

Timing Code 5
Test 3
35 Minutes

Start \_\_\_\_ Stop \_ 5 minutes remaining

Date: \_\_\_\_\_

3

Set your stopwatch or interval timer to **35 minutes**, and say:

You have 35 minutes to work on this test. Turn to Test 3, read the directions carefully, and begin work.

When your watch or timer indicates exactly 30 minutes have passed and you have checked the time, say:

Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 35 minutes total) have passed and you have checked the stop time, say:

Stop, put your pencil down. Place your answer folder inside your booklet, close the cover, and look up at me....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_\_. (time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

**Test 4** is Science. **You will have 35 minutes to work on this test.** If you finish before time is called, recheck your work on Test 4, then close your test booklet and answer folder. Do not fill in or alter ovals for any other test. Are there any questions?...

# Timing Code 5 Test 4 35 Minutes

Start \_\_\_\_ Stop \_ 5 minutes remaining

Date: \_\_\_\_\_

40000000004

Set your stopwatch or interval timer to **35 minutes** and say:

You have 35 minutes to work on this test. Turn to Test 4, read the directions carefully, and begin work.

When your watch or timer indicates exactly **30 minutes** have passed and you have checked the time, say:

Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 35 minutes total) have passed and you have checked the Stop time, say:

Stop, read the statement at the bottom of page 4 of your answer folder; then sign—do not print—your name. Failure to sign your name could invalidate your answer folder. Enter today's date (give the date), then put your pencil down and look up....

# **No Writing**

Complete your administration with the instructions below.



# **Plus Writing**

SKIP to page 53 NOW to continue your administration.



I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed. Do not dismiss examinees until you have verified that you have an answer folder for each examinee and that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately three to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.



## Plus Writing administrations resume here.

I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. Remain quietly in your seat until I give you further instructions....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on	promptly at	
	(date)	(time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the Reference Numbers on the Roster with the Reference Numbers in Block T of the answer folders to be sure examinees receive their own. Individually hand examinees the answer folders.

We are ready to begin testing. The next test is a Writing Test for which you will complete an essay written in English. You must use a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.

Open your answer folder and turn it to page 5. Print your name in the spaces provided, and look up....

I will now hand you a Writing Test booklet. Do not break the seal or open it until I tell you to do so. When you receive your test booklet, sign and print your name and enter your date of birth in the spaces provided on the front cover. Then, read the directions. After you have read them, look up....

Individually hand each examinee his or her **assigned** Writing Test booklet. When all examinees have read the directions, say:

Turn your answer folder to page 6. In the top-left corner of your test booklet, find the six-digit number. Copy it into the "Booklet Number" boxes on your answer folder and fill in the corresponding oval in the column below each box....

Now, find the 3-character test form under the date of birth boxes, copy it into the "Form" boxes on your answer folder, and fill in the matching oval. If you do not fill in the correct oval, your answer folder cannot be scored accurately.

Walk around the room to make sure examinees have entered the correct test booklet number and test form, and filled in those ovals on the answer folder. When everyone is finished, say:

If you finish before I call time, recheck your work on the Writing Test, close both your test booklet and answer folder, and place them on your desk with page 1 of the answer folder facing up. You must sit quietly until time is called. Are there any questions?...

Answer any questions, then say:

You may now break the seal, but do not open the booklet.

Set your stopwatch or interval timer to **30 minutes**, then say:

You have 30 minutes to work on this test. Open the test booklet, read the assignment, and begin work.

## **Writing Test**

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes the Writing Test. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

When your watch or timer indicates that exactly **25 minutes** have passed, say:

Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates that another **5 minutes** (30 minutes total) have passed, say:

Stop, put your pencil down, and look up....

Close both your test booklet and answer folder so that page 1 of your answer folder faces up and keep them separate on your desk. I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed and that you have an answer folder for each examinee. Do not dismiss examinees until you verify that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed five to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

## Timing Code 5 Writing Test 30 Minutes

Start \_\_\_ Stop \_ 5 minutes remaining

Date: \_\_\_\_\_

# Timing Code 6 Time-and-a-Half, Self-Paced, Single Session

NW ACT (No Writing): 5 hours TOTAL for ALL FOUR tests

PW ACT Plus Writing: 5 hours, 45 minutes TOTAL for ALL FIVE tests

This section contains the Verbal Instructions for examinees identified on the ACT State Test Accommodations Roster with Timing Code 6 (printed below their Reference Number). Examinees with Timing Code 6 are authorized for time-and-a-half, self-paced testing, including breaks between tests, administered in a single session on one day.

All examinees begin **Test 1** at the same time, then work at their own pace. When work is completed on a test, the examinee must notify the room supervisor he or she is ready to take a break or begin the next test. Once the examinee has notified the room supervisor that he or she completed a test, the examinee is not permitted to return to that test. Examinees may be individually dismissed as soon as they have completed all their tests.

You must record on the Administration Report (page 87) the total minutes actually used by each examinee on all tests.

Begin by saying:

The following behaviors are also prohibited:

- looking back at a test once you have notified me you completed it
- looking ahead in the test booklet without notifying me you are ready to begin the next test

Then, say:

For **Test 2**, the Mathematics Test, the right-hand side of each page of the test booklet is blank for any figuring you may need to do. All problems on the Mathematics Test can be solved without a calculator. However, you **are** allowed to use a calculator on that test.

You are responsible for knowing if your calculator is permitted. I will check your calculator when I authorize you to begin Test 2 and periodically during Test 2. If you use a prohibited calculator, you will be dismissed and your answer folder will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand, and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Put your calculator away now. You may use it only when I authorize you to begin Test 2, and you must put it away after you complete Test 2....

Then, say:

NW ACT (No Writing): Read the LEFT column.

**PW** ACT Plus Writing: Read the RIGHT column.

# **No Writing**

You will have a total of 5 hours, including breaks between tests, to complete all four tests at your own pace.

# **Plus Writing**

You will have a total of 5 hours and 45 minutes, including breaks between tests, to complete all five tests at your own pace. For the Writing Test, your essay must be written in English with a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.

ALL administrations continue by reading the following:

I will keep the official time for this examination. I will announce every hour the time remaining to serve as warnings before time is called. I will also announce when you have 5 minutes remaining. If you complete all your tests before time is called, I will collect your materials individually and dismiss you.

Do not begin work until I tell you to do so. You must take the tests in the order in which they appear in the test booklet. You may work on only one test at a time and must completely finish one test before you begin work on the next one. You must notify me when you complete each test. I will then authorize you to take a break or begin the next test. You may not look back at or work on a test after you notify me you have completed it.

You may take a break only between tests. Any time spent taking breaks is part of your total testing time and may not be made up. I will not stop timing while you are on break. When you leave to take a break, your test booklet must be closed with your answer folder inside it. During breaks, please be quiet in the halls and do not bring snacks or drinks back to the test room.

Announce where drinking fountains and restrooms are, then say:

When you complete Test 4, read the statement at the bottom of page 4 of your answer folder. Then, sign—do not print—your name and enter today's date (give the date). Failure to sign your name could invalidate your answer folder.

NW ACT (No Writing): Read the LEFT column.

PW ACT Plus Writing: Read the RIGHT column.

# **No Writing**

After you sign your answer folder, close it and your test booklet, then notify me so I can collect and check your test materials individually. You may not leave until I dismiss you. Remember, you must notify me when you complete each test. You have **up to 5 hours** to complete all four tests at your own pace.

# **Plus Writing**

After you sign your answer folder, close it and your test booklet, then notify me so I can collect and check your multiple-choice test booklet. You will receive additional instructions, materials, and authorization to take a break or begin the Writing Test at that time. Remember, you must notify me when you complete each test. You have up to 5 hours and 45 minutes to complete all five tests at your own pace.

ALL administrations continue below.

Note the exact START time at left, then say:

START

You may now break the seal, open your test booklet to **Test 1**, read the directions carefully, and begin work.

Enter the actual time you announce Start above, then calculate the projected Time Remaining and Stop times on pages 59–60. If you make a time remaining announcement or call Stop at a time other than the projected time, change what you entered to reflect the *actual* time you made your announcement.

Since Timing Code 6 is self-paced, it is critical that you make your time remaining announcements accurately as examinees rely on them to pace themselves throughout the tests.

Walk around the room throughout the administration to ensure examinees are working on the correct test and discourage prohibited behavior.

If you observe prohibited behavior that requires you to dismiss an examinee and void the answer folder, you must inform the examinee the answer folder will not be scored and the reasons for your action. Detailed irregularity descriptions and procedures are provided on pages 76–80.

# Plus Writing continue on next page No Writing SKIP to page 59

## **Writing Test Instructions**

If examinees are ready to begin the Writing Test at different times, you may instruct each examinee individually as long as you do not distract other examinees and have a proctor available to monitor them.

When each examinee notifies you he or she completes Test 4, collect and check the multiple-choice test booklet. Authorize the examinee to take a break or begin the Writing Test by handing the examinee his or her **assigned** Writing Test booklet. If the examinee takes a break, do not give the examinee his or her booklet until after the examinee returns.

Then, say:

On the front cover of your Writing Test booklet, sign and print your name and enter your date of birth in the spaces provided....

Now, turn your answer folder to page 5 and print your name in the spaces provided.... Then, turn it to page 6. In the top-left corner of your test booklet, find the six-digit number. Copy it into the "Booklet Number" boxes on your answer folder and fill in the corresponding oval in the column below each box....

Now, find the 3-character test form under the date of birth boxes, copy it into the "Form" boxes on your answer folder, and fill in the matching oval. If you do not fill in the correct oval, your answer folder cannot be scored accurately.

Read the directions on the front cover of your test booklet, break the seal, open the booklet, read the assignment, and begin work.

Continue on next page —

In the Verbal Instructions that follow, each shaded box has two or three different announcements: the FIRST one applies to ACT (No Writing) administrations, the SECOND one applies to ACT Plus Writing administrations, and the THIRD one applies to ALL administrations. Make sure to read the correct time remaining announcement.

## Exactly 1 hour after START

When your watch or timer indicates exactly 1 hour has passed and you have checked the time, say:

ACT (No Writing): You have 4 hours remaining.

**ACT Plus Writing:** You have 4 hours and 45 minutes remaining.

**All:** You should plan to begin Test 2 within the next hour.

after START

When **exactly 2 hours** have passed and you have checked the time, say:

**ACT (No Writing):** You have 3 hours remaining.

**ACT Plus Writing:** You have 3 hours and 45 minutes remaining.

## Exactly 3 hours after START

Exactly 2 hours

When **exactly 3 hours** have passed and you have checked the time, say:

**ACT (No Writing):** You have 2 hours remaining.

**ACT Plus Writing:** You have 2 hours and 45 minutes remaining.

All: If you have not started Test 3, you should plan to begin that test soon.

Exactly 4 hours after START When **exactly 4 hours** have passed and you have checked the time, say:

**ACT (No Writing):** You have 1 hour remaining.

**ACT Plus Writing:** You have 1 hour and 45 minutes remaining.

All: If you have not started Test 4, you should plan to begin that test soon.

Exactly 4 hours and 55 minutes after START When **exactly 4 hours and 55 minutes** have passed and you have checked the time, say:

**ACT (No Writing):** You have 5 minutes remaining.

**ACT Plus Writing:** You have 50 minutes remaining. If you have not started the Writing Test, you should plan to begin that test soon.

Exactly 5 hours after START When **exactly 5 hours** have passed and you have checked the STOP time, say:

ACT (No Writing): STOP, put your pencil down, close your test booklet, and look up at me....

**ACT Plus Writing:** (Examinees continue working.)

NW >

ACT (No Writing): Complete your administration beginning with the NEXT shaded box.

PW >

ACT Plus Writing: SKIP NOW to the verbal announcement of 5 minutes remaining below the color bar to continue your administration.

Read the statement in the lower left-hand corner of your answer folder. Then sign—do not print—your name. Failure to sign your name could invalidate your answer folder. Enter today's date (give the date), then put your pencil down, and look up....

I will now collect and check your answer folder and test booklet individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed. Do not dismiss examinees until you have verified that you have an answer folder for each examinee and that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately three to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

Exactly 5 hours and 40 minutes after START When **exactly 5 hours and 40 minutes** have passed and you have checked the time, say:

You have 5 minutes remaining.

STOP Exactly 5 hours and 45 minutes after START When **exactly 5 more minutes** have passed (exactly 5 hours and 45 minutes after START) and you have checked the Stop time, say:

Stop, put your pencil down, close your test booklet, and look up at me....

Read the statement in the lower left-hand corner of your answer folder. Then sign—do not print—your name. Failure to sign your name could invalidate your answer folder. Enter today's date (give the date), then put your pencil down, and look up....

I will now collect and check your answer folder and test booklet individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed and that you have an answer folder for each examinee. Do not dismiss examinees until you verify that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately five to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

## **Timing Code 7**

## Time-and-a-Half over Multiple Days

This section contains the Verbal Instructions for examinees identified on the ACT State Test Accommodations Roster with Timing Code 7 (printed below their Reference Number). The timing guideline for each test is: Test 1—70 minutes; Test 2—90 minutes; Test 3—55 minutes; Test 4—55 minutes; Writing Test—45 minutes. These guidelines have been set to ensure that 90 percent of examinees will finish before that time. Testing may occur over multiple days; however, each test must be completed during one session.

Say:

I will announce when 30 minutes remain on this test to serve as a warning before time is called. When I call time and tell you to stop, put your pencil down **immediately** and look up at me. If you finish before I call time, recheck your work on that test, place your answer folder inside your test booklet and close the cover. You may not read or engage in any other activity that could distract others still testing. From this time on, there must be no talking. Listen carefully to these instructions.

**Test 1** is English. Do not go on to the next test until I tell you to do so. **You have up to 70 minutes to complete Test 1.** You may now break the seal, open your test booklet, turn to **Test 1**, read the directions carefully, and begin work.

The following instructions are written for examinees who are taking one test per day. If you are administering the tests in fewer sessions, adjust the directions accordingly.

1

1

Timing Code 7 Test 1 70 Minutes

Start \_\_\_ Stop \_ 30 minutes remaining

Date: \_\_\_\_\_

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 1. Calculate the minutes actually used by each examinee and enter this number on the Administration Report (page 87).

During testing, check to be sure examinees are working on the correct test. If you observe prohibited behavior that requires you to dismiss an examinee and void the answer folder, you must inform the examinee the answer folder will not be scored and the reasons for your action. Detailed irregularity descriptions and procedures are provided on pages 76–80.

If any examinees are still working after 40 minutes, read the following:

Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 1, or another 30 minutes (70 minutes total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on	promptly	at
	(date)	(time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

I will announce when 30 minutes remain on this test to serve as a warning before time is called.

**Test 2** is Mathematics. The right-hand side of each page of the next section of the test booklet is blank for any figuring you may need to do. All problems on the Mathematics Test can be solved without a calculator. However, you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

You are responsible for knowing if your calculator is permitted. I will check your calculator during the test. If you use a prohibited calculator, you will be dismissed and your answer folder will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

If you finish before time is called, recheck your work on Test 2, turn off your calculator, place your answer folder inside your test booklet, and close the cover. Do not turn the page to the next test and do not fill in or alter ovals for Test 1. You have up to 90 minutes to complete Test 2. Turn to Test 2, read the directions carefully, and begin work.

# Timing Code 7 Test 2 90 Minutes Start \_\_\_\_ Stop \_\_\_\_ 30 minutes remaining Date: \_\_\_\_

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 2. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

Testing personnel must check all calculators as soon as the timing of Test 2 begins and periodically throughout Test 2. (Refer to page 15 for specific guidelines and examples.)

• If an examinee uses a prohibited calculator, follow the instructions on pages 79–80 to void the answer folder and dismiss the examinee. You must inform the examinee the answer folder will not be scored and the reason for your action. Document this dismissal on the Irregularity Report. The examinee will not be allowed to take any other tests.

If any examinees are still working after one hour (60 minutes), read the following:

## Attention. You have up to another 30 minutes to work.

When all examinees have completed Test 2, or another 30 minutes (90 minutes total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_\_. (time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

I will announce when 5 minutes remain on this test to serve as a warning before time is called.

**Test 3** is Reading. Do not go on to the next test and do not work on previous tests. **You have up to 55 minutes to complete Test 3.** Turn to **Test 3,** read the directions carefully, and begin work.

3

Timing Code 7

Test 3

55 Minutes

remaining

Start \_\_\_\_ Stop 5 minutes

Date: \_

3

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 3. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 50 minutes, read the following:

Attention. You have up to another 5 minutes to work.

When all examinees have completed Test 3, or another 5 minutes (55 minutes total) have passed, say:

Stop, put your pencil down. Close your test booklet with your answer folder inside and leave it on your desk....

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_\_. (time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the handwritten booklet numbers and Reference Numbers on the Roster with the numbers on the test booklets and Reference Numbers in Block T of the answer folders to be sure examinees receive their own materials. Individually hand examinees the answer folders and test booklets.

We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer folder will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to page 29.)

I will announce when 5 minutes remain on this test to serve as a warning before time is called.

**Test 4** is Science. Do not fill in or alter ovals for any other test. **You** have up to 55 minutes to complete Test 4. Turn to Test 4, read the directions carefully, and begin work.















Timing Code 7 Test 4 55 Minutes

Start \_\_\_ Stop 5 minutes remaining

Date: \_\_\_\_

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 4. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 50 minutes, read the following:

Attention. You have up to another 5 minutes to work.

When all examinees have completed Test 4, or another 5 minutes (55 minutes total) have passed, say:

Stop, read the statement at the bottom of page 4 of your answer folder; then sign—do not print—your name. Failure to sign your name could invalidate your answer folder. Enter today's date (give the date), then put your pencil down and look up....

# **No Writing**

Complete your administration with the instructions below.



## **Plus Writing**

SKIP to page 67 NOW to continue your administration.



I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed. Do not dismiss examinees until you have verified that you have an answer folder for each examinee and that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately three to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.



Plus Writing administrations resume here.

I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. Remain quietly in your seat until I give you further instructions.

If examinees are scheduled to take the next test on a later day, you must collect each answer folder and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on	promptly at	
, and the second	(date)	(time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check the Reference Numbers on the Roster with the Reference Numbers in Block T of the answer folders to be sure examinees receive their own. Individually hand examinees the answer folders.

We are ready to begin testing. The next test is a Writing Test for which you will complete an essay written in English. You must use a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.

Turn your answer folder to page 5, print your name in the spaces provided, and look up....

I will now hand you a Writing Test booklet. Do not break the seal or open it until I tell you to do so. When you receive your test booklet, sign and print your name and enter your date of birth in the spaces provided on the front cover. Then, read the directions. After you have read them, look up....

Individually hand each examinee his or her **assigned** Writing Test booklet. When all examinees have read the directions, say:

Turn your answer folder to page 6. In the top-left corner of your test booklet, find the six-digit number. Copy it into the "Booklet Number" boxes on your answer folder and fill in the corresponding oval in the column below each box....

Now, find the 3-character test form under the date of birth boxes, copy it into the "Form" boxes on your answer folder, and fill in the matching oval. If you do not fill in the correct oval, your answer folder cannot be scored accurately.

Walk around the room to make sure examinees have entered the correct test booklet number and test form, and filled in those ovals on the answer folder. When everyone has finished, say:

I will announce when 5 minutes remain on this test to serve as a warning before time is called. If you finish before I call time, recheck your work on the Writing Test, close both your test booklet and answer folder, and keep them separate on your desk with page 1 of the answer folder facing up. You must sit quietly until time is called. Are there any questions?...

Answer any questions, then say:

You have up to 45 minutes to work on this test. You may now break the seal, open the test booklet, read the assignment, and begin work.

# **Writing Test**

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes the Writing Test. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 40 minutes, say:

Attention. You have 5 minutes remaining on this test.

When all examinees have completed the Writing Test or another 5 minutes (45 minutes total) have passed, say:

Stop, put your pencil down, and look up....

Close both your test booklet and answer folder so that page 1 of your answer folder faces up and keep them separate on your desk. I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. Remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed and that you have an answer folder for each examinee. Do not dismiss examinees until you verify that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately five to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

## Timing Code 7 Writing Test 45 minutes

Start \_\_\_ Stop \_\_\_

5 minutes remaining

Date: \_\_\_\_\_

### **Timing Code 8**

Timing Code 8 applies ONLY to ACT Plus Writing administrations.

### Standard Time for Multiple-Choice Tests Plus Double Time for Writing Test, Single Session

This section contains the Verbal Instructions for examinees identified on the ACT State Test Accommodations Roster with Timing Code 8 (printed below their Reference Number). The time allowed for each multiple-choice test is: Test 1—45 minutes; Test 2—60 minutes; Test 3—35 minutes; Test 4—35 minutes. The timing guideline for the Writing Test is 60 minutes.

All tests must be completed in a single session on one day. Do not test examinees with Timing Code 8 in a standard time room for the multiple-choice tests and then move them to another room for the Writing Test.

Say:

I will announce when 5 minutes remain on each multiple-choice test to serve as a warning before time is called. When I call time and tell you to stop, put your pencil down **immediately** and look up at me. If you finish before I call time, recheck your work on that test, place your answer folder inside your test booklet and close the cover. You may not read or engage in any other activity that could distract others still testing. From this time on, there must be absolutely no talking. Listen carefully to these instructions.

**Test 1** is English. Do not begin work until I tell you to do so. Do **not** go on to the next test. You may now break the seal, but do not open the booklet.

Set your stopwatch or interval timer to 45 minutes, and then say:

You have 45 minutes to work on this test. Open your booklet to Test 1, read the directions carefully, and begin work.

4					
7					_

Enter the Start time on this page and calculate the Time Remaining and Stop times. Make a note of the time each examinee finishes Test 1. Calculate the minutes actually used by each examinee and enter this number on the Administration Report (page 87).

During testing, check to be sure examinees are working on the correct test. If you observe prohibited behavior that you to dismiss an examinee and void the answer folder, you must inform the examinee the answer folder will not be scored and the reasons for your action. Detailed irregularity descriptions and procedures are provided on pages 76–80.

## Timing Code 8 Test 1 45 Minutes Start \_\_\_ Stop \_\_\_ 5 minutes remaining \_\_\_\_ Date: \_\_\_\_

When your watch or timer indicates exactly **40 minutes** have passed and you have checked the time, say:

Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 45 minutes total) have passed and you have checked the Stop time, say:

Stop, put your pencil down. Close your test booklet and look up at me....

**Test 2** is Mathematics. The right-hand side of each page of the next section of the test booklet is blank for any figuring you may need to do. All problems on the Mathematics Test can be solved without a calculator. However, you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

You are responsible for knowing if your calculator is permitted. I will check your calculator during the test. If you use a prohibited calculator, you will be dismissed and your answer folder will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand, and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk. Are there any questions?...

Answer any questions, then say:

Do not begin work until I tell you to do so. If you finish before time is called, recheck your work on Test 2, turn your calculator off, then place your answer folder inside your test booklet and close the cover. Do not go on to the next test and do not fill in or alter ovals for Test 1. Please close your calculator quietly in consideration of others. There will be a break after I call time on this test.

Set your stopwatch or interval timer to **60 minutes**, and say:

You have 60 minutes to work on this test. Turn to Test 2, read the directions carefully, and begin work.

## Timing Code 8 Test 2 60 Minutes Start \_\_\_ Stop \_\_\_ 5 minutes remaining \_\_\_\_ Date: \_\_\_

### $2 \land \land$

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 2. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

Testing personnel must check all calculators as soon as timing for Test 2 begins and periodically during Test 2. (Refer to page 15 for specific guidelines and examples.)

• If an examinee uses a prohibited calculator, follow the instructions on pages 79–80 to void the answer folder and dismiss the examinee. You must inform the examinee the answer folder will not be scored and the reason for your action. Document this dismissal on the Irregularity Report. The examinee will not be allowed to take any other tests.

When your watch or timer indicates exactly **55 minutes** have passed and you have checked the time, say:

### Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 60 minutes total) have passed and you have checked the Stop time, say:

Stop, put your pencil down. Place your answer folder inside your booklet, close the booklet, leave it on your desk, and look up at me....

Put your calculator away, as you will not be permitted to use it for the remaining tests. You will have a \_\_\_\_\_-minute break. Testing will resume promptly at \_\_\_\_\_\_. If you return late, you will not be allowed to make up lost time. You may not bring food or drinks into the test room. (If testing is in progress in other rooms, remind examinees to be quiet in the halls.)

Make sure no test materials are taken out of the room, all booklets are closed, and all answer folders are inside the test booklets. **Do not leave the test room unattended during the break**.

Resume testing after 15 minutes. Do not wait for examinees who return late from the break. They may be readmitted, but may not make up lost time. Keep conversation with late arrivals to a minimum.

At the end of the 15-minute break, say:

We are ready to resume testing. **Test 3** is Reading. Do not begin work until I tell you to do so. If you finish before time is called, recheck your work on Test 3, then place your answer folder inside your test booklet and close the cover. Do not go on to the next test and do not fill in or alter ovals for previous tests. If you do, you will be dismissed and your answer folder will not be scored.

### Break 15 Minutes

Due Back \_\_\_\_\_

(15 minutes after Test 2 STOP)

Set your stopwatch or interval timer to **35 minutes**, and say:

You have 35 minutes to work on this test. Turn to Test 3, read the directions carefully, and begin work.

3

3

### Timing Code 8 Test 3 35 Minutes

Start \_\_\_ Stop \_\_ 5 minutes remaining

Date:

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 3. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

When your watch or timer indicates exactly **30 minutes** have passed and you have checked the time, say:

Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 35 minutes total) have passed and you have checked the Stop time, say:

Stop, put your pencil down and look up at me....

**Test 4** is Science. Do not begin work until I tell you to do so. If you finish before time is called, recheck your work on Test 4, then place your answer folder inside your test booklet and close the cover. Do **not** fill in or alter ovals for any other test.

Set your stopwatch or interval timer to 35 minutes, then say:

You have 35 minutes to work on this test. Turn to Test 4, read the directions carefully, and begin work.

4

















Timing Code 8
Test 4
35 Minutes

Start \_\_\_\_ Stop \_ 5 minutes remaining

Date:

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes Test 4. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

When your watch or timer indicates exactly 30 minutes have passed and you have checked the time, say:

Attention. You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 35 minutes total) have passed and you have checked the Stop time, say:

Stop, read the statement at the bottom of page 4 of your answer folder; then sign—do not print—your name. Failure to sign your name could invalidate your answer folder, Enter today's date (give the date), then put your pencil down and look up....

I will now collect the test booklets. They will be picked up individually; do not pass them in. Leave your answer folder on your desk so that page 1 faces up and do not open or mark on it. Remain quietly in your seat until I give your further instructions.

Collect the test booklets from each examinee individually. As you do, check to make sure they are signed. Make sure examinees do not open or mark on their answer folders while you are collecting the test booklets. Verify that the number of booklets collected equals the number you distributed.

After the count has been verified, say:

You may now take five minutes to relax and sharpen your pencils. You may not leave the room.

**Do not leave the room unattended during the break.** If an examinee needs to leave the room, collect his or her test materials.

### **Writing Test**

Resume testing after five minutes. Do not wait for examinees who return late. If an examinee returns after you have distributed the Writing Test booklets, hand the examinee his or her **assigned** Writing Test booklet and have him or her read the directions. Have the examinee print his or her name at the top of page 5 of the answer folder. Quietly show the examinee how to enter the test booklet number and test form on page 6 using the instructions on page 74. Lost time may not be made up.

After the five-minute break, say:

We are ready to resume testing. The next test is a Writing Test for which you will complete an essay written in English. You must use a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.

Open your answer folder, turn it to page 5, print your name in the spaces provided, and look up....

I will now hand you a Writing Test booklet. Do not break the seal or open the booklet until I tell you to do so. When you receive your test booklet, sign and print your name, and enter your date of birth in the spaces provided on the front cover. Then, read the directions. After you have read them, look up....

Individually hand each examinee his or her **assigned** Writing Test booklet. When all examinees have read the directions, say:

Turn your answer folder to page 6. In the top-left corner of your test booklet, find the six-digit number and copy it into the "Writing Test Booklet Number" boxes on your answer folder.

Next, find the 3-character test form under the date of birth boxes, copy it into the "Writing Test Form" boxes, and fill in the matching oval. If you do not fill in the correct oval, your answer folder cannot be scored accurately. After you have finished, put your pencil down and look up....

Walk around the room to make sure examinees have entered the correct test booklet number and test form, and filled in those ovals on the answer folder. When everyone is finished, say:

I will announce when 30 minutes remain on this test and again when 5 minutes remain to serve as warnings before time is called. If you finish before I call time, recheck you work on the Writing Test, close both your test booklet and answer folder and keep them separate on your desk with page 1 of the answer folder facing up. You must sit quietly until time is called. Are there any questions?...

Answer any questions, then say:

You have up to 60 minutes to work on this test. You may now break the seal, open your test booklet, read the assignment, and begin work.

Enter the Start time and calculate the Time Remaining and Stop times on this page. Make a note of the time each examinee finishes the Writing Test. Calculate the minutes actually used by each examinee and enter this number on the Administration Report.

If any examinees are still working after 30 minutes, say:

Attention. You have up to another 30 minutes to work.

If any examinees are still working after another 25 minutes have passed, (55 minutes total), say:

Attention. You have up to another 5 minutes to work.

### Timing Code 8 Writing Test 60 minutes

Start \_\_\_ Stop \_\_\_

30 minutes remaining

5 minutes remaining

Date: \_\_\_\_\_

When all examinees have completed the Writing Test or another 5 minutes (60 minutes total) have passed, say:

Stop, put your pencil down, and look up....

Close both your test booklet and answer folder so that page 1 of your answer folder faces up and keep them separate on your desk. I will now collect and check the answer folders and test booklets. They will be picked up individually; do not pass them in. Remain quietly in your seat until I give you further instructions.

Collect each answer folder individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer folders and test booklets are signed and that you have an answer folder for each examinee. Do not dismiss examinees until you verify that the number of test booklets collected equals the number you distributed.

After the counts have been verified, say:

Your score report will be mailed approximately five to eight weeks after the answer folders have been received by A-C-T. Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Accommodations Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

### **Irregularities**

### **Irregularity Report**

Complete an Irregularity Report (page 93) for each room in which an individual or group irregularity occurs and return it to ACT with the answer folders. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of examinees who were dismissed from or who left the test site without completing all their tests. If no irregularities occurred in any test rooms, do not return a report.

### **Group Irregularities**

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). If this occurs, follow the instructions below and call ACT as soon as possible (800/553-6244, ext. 1788). Carefully note the testing time elapsed and remember to keep test materials secure at all times.

### **Interrupting a Test**

If you must interrupt a timed test, instruct examinees to stop testing and close their test booklets with their answer documents inside; record the elapsed testing time. Collect test materials if necessary to maintain security. When you resume testing, begin timing where you left off. If the interval is significant, add two additional minutes to the time remaining for that test so examinees can regain their concentration.

If you cannot resume testing that day and you are testing over multiple days, you may reschedule all remaining tests anytime within the designated two-week testing window (see front cover). However, all tests must be completed within that window. If you cannot resume testing and all tests must be completed in **one session**, call ACT immediately.

### **Disturbances and Distractions**

If a disturbance or distraction occurs that affects examinees' concentration and it cannot be stopped, or the examinees cannot be moved to a quieter location, call ACT immediately. Do not dismiss examinees until you have received instructions. If you do not have a proctor to assist you, stop testing. Collect and secure the test forms and answer folders before leaving the room to call ACT. Report all disturbances and distractions, however minor (including examinee illness), on your Irregularity Report.

### **Emergency Evacuation**

In the event of an emergency evacuation, your first concern must be for the safety of your examinees and your testing staff. If an emergency occurs, note the testing time elapsed and—if time permits—have examinees close their test booklets and place their answer folders inside them. Collect the test forms if time permits. Instruct the examinees and staff to leave the building. If it is safe to do so, lock the test room. You or the Test Supervisor must call ACT as soon as you can safely reach a telephone.

### **Inclement Weather**

If testing has not started, you may reschedule that test and all remaining tests anytime within the designated two-week window. However, all tests must be completed during that window. If testing is underway, or you cannot resume testing and all tests must be completed in **one session**, call ACT immediately.

### Missing or Stolen Test Materials

A missing or stolen test form is the most serious irregularity that can occur, excluding those affecting the health or safety of your examinees or staff. If—at any time—you cannot account for a test form, you must **immediately** call ACT. We will advise you regarding what actions you must take.

### **Power Failure**

If a power failure occurs during testing and examinees cannot be moved to another location with adequate heat, ventilation, light, and adequate examinee spacing, collect the test forms and answer folders, then call ACT for instructions.

### **Individual Irregularities**

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). Follow the directions for each type of individual irregularity as described below.

### **Defective Test Booklet or Answer Folder**

If a test form is defective, call ACT immediately for instructions.

### **Duplicating Test Materials**

Test personnel and examinees are not permitted to duplicate or record any part of the ACT Plus Writing by copying, taking notes, photographing, scanning, or using any other means. All test forms and answer folders must be returned to testing personnel. No portion of these materials may be retained by examinees.

If you observe an examinee using photographic, scanning, or recording devices during the test or removing pages from a test booklet, follow the procedures in Dismissal for Prohibited Behavior or Refusal to Turn In Test Materials on pages 79–80.

In all cases, examinees observed using photographic, scanning, or recording devices, or observed removing pages from a test booklet, must be dismissed, the device confiscated or cleared, and the answer folder marked VOID. Inform the examinee the answer folder will not be scored and the reason for your action. Include all necessary information on the Irregularity Report. Call ACT (during testing, if possible) to determine if any additional action is required.

### **Mistiming**

A Timing Code is assigned to each examinee based on the diagnosis and the approved accommodations. Extreme care must be taken to ensure the correct timing guidelines are followed. Administering tests using an incorrect Timing Code or incorrect timing guidelines constitutes a serious irregularity that can invalidate the scores. Call ACT as soon as you discover the error. In addition, document the situation in detail on the Irregularity Report. ACT may advise you to paperclip the answer folder to the Irregularity Report.

A mistiming can occur even if you use the correct timing guidelines for the examinees in your room. If you discover that you gave **more** than the maximum time allowed on a test, call ACT immediately. If you discover that you gave **less** than the maximum time allowed on a test and all examinees had not completed that test, document it on the Irregularity Report, attaching all affected answer folders, and call ACT as soon as possible. Do not allow examinees to make up a shortage from one day of testing on a later day, or if all tests are single session, do not allow examinees to return after dismissal to make up the shortage.

### **Failure to Follow Directions**

Only answers properly marked on the answer folder during the time allowed for a particular test can be scored.

- Unauthorized Marking of Responses in Test Booklet. Unless the examinee has been approved to mark responses in the test booklet or on a large type worksheet, only responses marked on the answer folder during the time allowed for a particular test will be scored. If an examinee without an approved accommodation has mistakenly marked responses in the test booklet and has not transferred them to the answer folder:
  - 1. If time remains on the current test, instruct the examinee to immediately transfer responses for the current test from the test booklet to the answer folder. If time has been called on that test, no answers can be transferred.
  - 2. The examinee may then continue testing by marking responses only on the answer folder.

Note: If this occurs for Timing Code 6, each examinee may transfer responses only for the last test you authorized him or her to begin.

- 3. Only responses marked on the answer folder during the time allowed for a particular test will be scored. Do NOT allow the examinee to transfer responses from tests for which time has already been called and do NOT allow the examinee to transfer responses during a break, after any of the tests, or on another day of testing.
- 4. Document the situation on the Irregularity Report.

ACT will not transfer responses. The answer folder will be scored as received.

- Marking Responses in a Future Section of Answer Folder (e.g., marking Test 3 responses in the section for Test 4 during the administration of Test 3). As soon as this error in marking is detected, give the examinee a new, blank answer folder, and:
  - 1. If time remains on the current test, instruct the examinee to begin marking responses in the correct section of the new answer folder, beginning with the next item.
  - 2. If time has been called on that test, instruct the examinee to begin marking responses in the correct section of the new answer folder, beginning with the next test.
  - 3. After testing is completed, supervise the examinee as he or she transfers all responses for the non-test portions and all previous test responses from the first answer folder to the correct sections on the new answer folder. This transfer must occur under close supervision and without access to the test form.
  - 4. Mark the first answer folder REPLACED, document the situation in detail on the Irregularity Report, and attach the replaced answer folder to the report (do not staple). Return only the new answer folder for scoring.
- Marking Responses in a Previous Section of the Answer Folder (e.g., marking responses in the section for Test 2 during the administration of Test 3).
- Working on the Wrong Test (e.g., working on Test 4 during time allowed for Test 3).

Both of these situations are prohibited behavior (working ahead or behind). Follow Dismissal for Prohibited Behavior procedures on pages 79–80.

### **Examinees Who Become III**

An examinee approved to test over multiple days who becomes ill during a test and must leave the test site may come back and finish the **remaining** tests at any time within the designated two-week testing window. All tests must be completed within the window or the answer folder will not be scored. It is in the examinee's best interest to either complete a test before leaving or not begin the next test if he or she is ill. When testing resumes on the next scheduled test day, the examinee may not return to the test that was being administered at the time of departure, even if that test was not completed. The examinee must resume testing with the **next** test in the sequence.

All tests attempted will be scored. Complete the Administration Report (page 87) to reflect the tests taken.

### **Irrational Behavior**

If an examinee acts in an irrational or violent manner, proceed as follows:

- Try to prevent other examinees from being interrupted, affected, or involved.
- Collect and retain the examinee's test materials without physical force.
- Dismiss the examinee from the test room as quietly as possible, without physical force or contact
- If necessary, call security or police to protect staff and other examinees' safety.
- Inform the examinee that the answer folder will not be scored.
- Give a detailed explanation on the Irregularity Report, mark the answer folder VOID, and attach it to the report.

Examinees with Timing Code 6 or 8, or examinees approved for stop-the-clock breaks, must complete all tests in a single session on one day. If these examinees have to leave the test site due to illness, they may NOT resume testing on that day or any other day. Once dismissed, they cannot resume testing at any other time or the answer folders will not be scored.

### **Prohibited Behavior**

If an examinee is engaging in prohibited behavior, proceed in a way that does not cause unnecessary disturbance. Some disturbance may be inevitable. Treat the offender reasonably and firmly. Follow Dismissal for Prohibited Behavior procedures below and on page 80 exactly, and then continue testing other examinees.

### Prohibited behaviors include:

- filling in or altering ovals on a test after the examinee has begun the next test or continuing to work on a test after time has been called
- looking back at a test once the examinee has started the next test or after time has been called
- looking ahead in the test booklet without notifying you he or she is ready to begin the next test
- looking at another examinee's test booklet or answer folder
- giving or receiving assistance
- having a cell phone or any other electronic device in the test room or using one during a break (unless it is a testing aid approved in advance by ACT)
- using a prohibited calculator
- using a calculator on any test other than the Mathematics Test
- sharing a calculator with another examinee
- using any device (e.g., computers, if approved) to exchange information during a test
- attempting to remove test materials, including test questions or answers, from the test room by any means
- using highlight pens, colored pens or pencils, scratch paper, notes, dictionaries, or any other testing aids not authorized in advance by ACT
- not following instructions or abiding by the rules of the test site
- exhibiting confrontational, threatening, or unruly behavior
- creating a disturbance or allowing an alarm to sound in the test room

Have a proctor verify your observation if possible. However, if you are **certain** an examinee is engaging in prohibited behavior, dismiss the examinee based upon your own observation. The Test Accommodations Coordinator does not have to verify the activity.

If you **suspect** an examinee is engaged in prohibited behavior, but are not certain, discreetly warn him or her that these activities are prohibited and continue close observation. To discourage looking at someone else's answer folder, or giving or receiving assistance, move the examinee to another seat and indicate the move by Examinee Reference Number on your Seating Diagram. If you suspect an examinee has filled in or altered ovals, or continued to work after time was called, warn the individual immediately. Document your suspicions and actions on the Irregularity Report.

You do not need to observe prohibited behavior if you are certain it occurred. For example, if you are certain that five ovals left unfilled at the end of a test were filled in after time was called, dismiss the examinee. You **must inform the examinee** that the answer folder will not be scored.

### Dismissal for Prohibited Behavior

If you dismiss an examinee for prohibited behavior, follow these procedures exactly:

- 1. Take action immediately without creating a disturbance. If you cannot, wait until the end of the current timed test.
- 2. Collect the answer folder and test form.
- 3. If you believe an electronic device was used to store or exchange information, or to make an image of the test, collect the device from the examinee and call ACT immediately. ACT will determine if the device is to be retained and sent to ACT or returned to the examinee. Do not return the device to the examinee without ACT approval.

- 4. Tell the examinee:
  - a. You observed or are certain of the prohibited behavior.
  - b. He or she is being dismissed because of the behavior.
  - c. The answer folder will not be scored.
- 5. Write VOID on page 1 of the answer folder. Do so in the examinee's presence, if possible.
- 6. Complete a detailed Irregularity Report that includes:
  - a. The time of the incident and the name(s) of the examinee(s).
  - b. The number of ovals the examinee(s) had filled in at the time of the incident, if relevant.
  - c. The test room and seating location(s) of the examinee(s).
  - d. The details of what you observed.
  - e. The statements you and the examinee(s) made.
  - f. The name(s) of the staff who observed or were certain of the irregularity.
- 7. Attach the voided answer folder to the Irregularity Report (do NOT staple) and return it in the BLUE envelope. Return the test form the examinee used with the other test forms.

ACT will not score the answer folder if you follow these procedures exactly. However, you **must inform the examinee** that the answer folder will not be scored and clearly indicate this on the Irregularity Report. Otherwise, the answer folder will be scored.

### **Voiding Answer Folders**

Report and document the reason for voiding all answer folders on the Irregularity Report. Mark page 1 of an answer folder VOID and attach it to the Irregularity Report for the following reason **only**:

 An examinee is dismissed for prohibited behavior and was told the answer folder will not be scored.

Do not void an answer folder for any other reason (e.g., examinee leaves early, refuses to continue testing, asks that the answer folder not be scored).

### **Refusal to Turn In Test Materials**

Examinees must return all test materials before leaving the test room. If an examinee refuses to turn in a test form, warn the examinee that the police will be contacted and this action may result in fines and imprisonment. Call ACT immediately and describe the situation in detail, include the examinee's name, Reference Number (from your Roster), and the test form serial number. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

### **After the Test**

ATTENTION: To avoid scoring delays or non-scoring of your students' answer folders, DO NOT return ANY answer folders for students testing with accommodations in the plastic polymailers that the Test Supervisor will use to return answer folders from standard time administrations. ALL answer folders to be scored for accommodations administrations MUST be returned in the BLUE envelope, which you will put at the top of your first carton of returned materials as described below and through page 85.

### Required Transfer of Responses to Answer Folder

If any examinee marked responses in the test booklet or used a large type worksheet, the Test Accommodations Coordinator **must** arrange to accurately transfer the responses to the answer folder in the examinee's presence. ACT will **not** transfer responses. All worksheets must be identified with the examinee's name and Reference Number (from your Roster) and returned to ACT stapled to the marked Roster. If responses have not been transferred, the examinee will **not** receive scores.

### Incomplete Answer Folders

If an examinee began testing but did not complete all tests, and was **not** dismissed for prohibited behavior, the remaining tests **must** be completed during the designated two-week window—see front cover.

### TESTS ADMINISTERED ON ANY DATE OUTSIDE THIS WINDOW WILL NOT BE SCORED.

If the examinee did **not** finish all tests during the window, return the partially completed answer folder for scoring. All tests attempted will be scored. Do NOT void the folder.

### **Return of Test Materials**

As each administration is completed, the room supervisor must return all used and unused test materials, including all required forms, to the Test Accommodations Coordinator. Answer folders to be scored should be turned all the same way with page 1 on the outside but need not be alphabetized. Do not delay returning the answer folders because an examinee has not signed his or her name.

The Test Accommodations Coordinator is solely responsible for making sure that all room supervisors have returned all test materials and required forms before dismissing staff. When all accommodations administrations have been completed, or immediately after the testing window ends, the Test Accommodations Coordinator must prepare the materials for return to ACT, following the procedures below and through page 85.

### Step 1

**All** required forms for all administrations held during the window must be inserted into the **BLUE** envelope. Fill in the information requested on the front of the envelope and use the checklist on the envelope or the check-boxes below and on page 82 to mark off materials as you insert them into the envelope.

- □ Supervisor's Report Form—Record the number of answer folders being returned for scoring. Make sure you complete the form designated for accommodations testing or scores may be delayed.
- ☐ Used Answer Folders to Be Scored—The following rules apply:
  - 1. If you administered the ACT (No Writing), you may insert up to 150 folders per envelope.
    - **■** If you administered the ACT Plus Writing, you may insert up to 100 folders per envelope.
  - 2. Overstuffing the envelopes may result in answer folders that cannot be scored.
  - 3. Include **only** those answer folders used by students testing with **ACT-Approved Accommodations.**
  - 4. Do not give folders from accommodations administrations to the Test Supervisor.
  - 5. Refer to the State-Allowed Administration Instructions for procedures for returning folders from State-Allowed Accommodations administrations.

<b>State Test Accommodations Roster</b> —Return the original marked roster (see samples, page 103).
<b>Large Type Worksheet(s)</b> —Attach to the roster. Be sure all test responses were transferred to an answer folder in the examinee's presence, and the answer folder returned with the others to be scored.
School ID Letters, notarized statements, transcripts, newspaper clippings accepted as ID—Attach to the roster.
<b>Administration Report(s)</b> —You must return a completed report for <b>each room</b> with the minutes actually used by each examinee on each test, or on all tests, as instructed.
<b>Reader's Agreement, Interpreter's Agreement</b> —If any examinee was authorized to use a reader or an interpreter for Exact English Signing of the test items, a signed agreement <b>must</b> be attached to the Administration Report or examinees will not receive scores.
<b>Irregularity Report</b> (s)—One report for each room in which an irregularity occurred.
<b>VOID or REPLACED Answer Folders</b> —Attach to the Irregularity Report (do NOT staple). Do not return with the answer folders to be scored.
<b>Seating Diagram</b> (s)—Return a completed Seating Diagram by Examinee Reference Number for <b>each room.</b>
<b>Testing Staff List</b> —Return one completed Testing Staff List indicating all staff who assisted with the administration of the tests with ACT-Approved Accommodations, both before and on any test day, including any security or technical support personnel. <b>Do not list them on the Testing Staff List prepared by the Test Supervisor.</b>
<b>ACT Writing Test Agreement (if any)</b> —If any examinees were authorized for a transcriber, Brailler, computer, or computer voice-activated software for the Writing Test, a signed agreement must be attached to the Administration Report or examinees will not receive scores. If a transcriber was approved, the agreement must be securely wrapped around the tape used to record the session. Do not wrap the answer folder around the tape.

### Step 2

Use the original shipping carton(s) to return the materials listed below in the order shown after all testing is completed, or immediately after the testing window ends. **All** materials **must** be returned. Refer to the diagram on pages 84–85 for assistance with packing your materials.

**First**: (bottom of carton): empty ziplock bags **Second**: unused and used Supervisor's Manuals

Third: all unused or blank answer folders

**Fourth**: all unused test booklets (regular type only)

**Fifth**: all used test booklets (regular type only)

**Sixth**: all used and unused test forms in **any other format** (e.g., large type, cassettes, audio DVDs, Braille, Raised Line Drawings)

**Seventh**: (In **first** carton, second to top): Marked original of each Materials List(s) showing the test booklet serial number assigned to each examinee. (Keep a copy.)

**Eighth**: (In **first** carton, at **TOP**): The sealed **BLUE** envelope with all answer folders to be scored and all required forms must be at the **TOP** of your **FIRST** carton.

### Step 3

- Reverse the flaps so the return label showing ACT's address is clearly displayed.
- Use the tape provided to securely seal the carton(s).
- Label the carton 1 of 1, or if you have more than one carton, 1 of x, 2 of x, etc.
- Return the sealed carton(s) to secure storage overnight.

### Step 4

You will receive **separate** specific instructions about the carrier for return shipments. Detailed instructions for packaging and for pickup will also be provided in an insert shipped with the test materials. On the scheduled pickup date, place the sealed carton(s) in a location accessible to the carrier. If your school's normal pickup point is secure and constantly monitored, you may leave them there. If it is not, leave a note directing the driver to a secure, monitored location where you can leave the cartons.

Never leave cartons unattended and make sure your cartons are kept SEPARATE from materials being returned by the Test Supervisor.

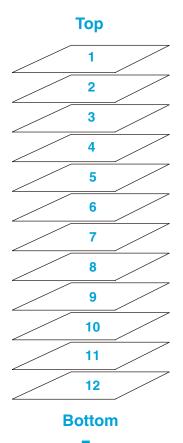
Failure to return your test materials on time may result in late or no scoring of your students' answer folders.

Materials to Be Kept by	V
the Test Accommodations	3
Coordinato	r

Ш	Copy of marked State Test Accommodations Roster—6 months
	Copy of Seating Diagrams—6 months
	Copy of marked Materials List—6 months
	Copy of Administration Reports—6 months

### Packing Diagram—Return of State Accommodated Test Materials

### Step 1

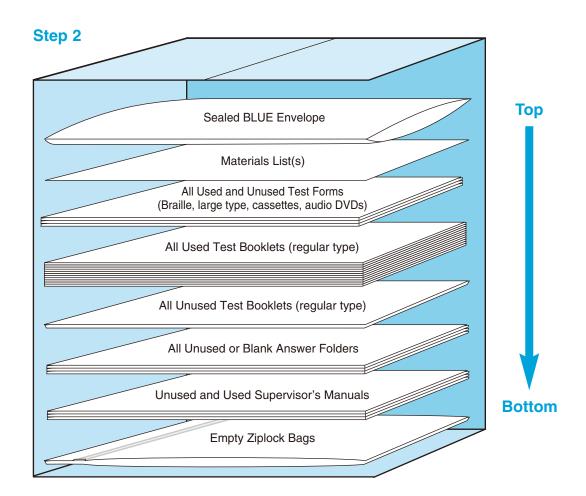


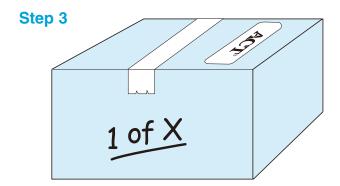
- Supervisor's Report Form
- 2 Used Answer Folders to Be Scored
- 3 State Test Accommodations Roster
- 4 Large Type Worksheets
- 5 School ID Letters, notarized statements, transcripts, newspaper clippings
- 6 Administration Reports
- 7 Reader's Agreement, Interpreter's Agreement (if any)
- 8 Irregularity Reports (if any)
- 9 VOID or REPLACED Answer Folders (attach to above)
- 10 Seating Diagram(s)
- 11 Testing Staff List
- **12** ACT Writing Test Agreement (if any)





### Packing Diagram—Return of State Accommodated Test Materials





Remember to reverse the flaps so ACT's return address shows and to keep the carton(s) secure until pickup.

## **ACT Administration Report**

PLEASE PRINT OR TYPE
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OR
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Testing School Name	ACT High School Code (for testing school)
City, State	Room Name/Number
Nomo(n) of Tooting Otal	

Name(s) of lesting Staff (list all staff who assisted with this administration in this room)

Codes 6 and 8 (or if stop-the-clock breaks were authorized), ALL tests must be completed in ONE session on the same day. All tests must be given in the order shown below from left to right. All examinees in this room must have the SAME Timing Code. If not, the answer documents will NOT be scored or the scores WILL be cancelled. The Roster (see page 103) shows the Timing Code number for each examinee. For Timing Codes 2, 3, 5, and 7, each test must be completed in one session. For Timing

		Timing Guidelines: M	uidelines: Maximum Minutes Allowed Per Test	er Test	
TIMING CODE	Test 1—ENGLISH	Test 2—MATH	Test 3—READING	Test 4—SCIENCE	Writing Test
2	06	120	70	70	09
3	135*	180	105	105	06
5	45	09	35	35	30
6—ACT (No Writing):	300 Self-paced by exa	minee; up to 5 hours from the	6—ACT (No Writing): 300 Self-paced by examinee; up to 5 hours from the start of Test 1 to the end of Test 4, including breaks between tests	t 4, including breaks between te	sts
6—ACT Plus Writing:	345 Self-paced by exa	minee; up to 5 hours and 45 n	6—ACT Plus Writing: 345 Self-paced by examinee; up to 5 hours and 45 minutes from the start of Test 1 to the end of the Writing Test, including breaks between tests	o the end of the Writing Test, in	cluding breaks between tests
7	02	06	55	55	45
8	45	09	35	35	09

Examinees using a reader, cassettes, or audio DVDs have up to 180 minutes to complete Test 1.

n page 89.	Sode 6	of Last Test:	Min.						
Complete the Seating Diagram (by Reference Number) on page 89.	Timing Code 6  Date and Total Minutes Used	from Start to End of Last Test:	Date						
m (by Re		Writing Test	Min.						
ıg Diagra		Writing	Date						
he Seatin	<b>or 8:</b> sed on:	t 4	Min.						
mplete tl	, <b>5, 7, c</b> tually Us	Test 4	Date						
ა 	<b>s: 2, 3</b> , nutes Ac	t 3	Min.						
	<b>y Code</b> Total Mir	Test 3	Date						
many? _	<b>Timing Codes: 2, 3, 5, 7, or 8:</b> Date and Total Minutes Actually Used on:	2	Min.						
If yes, how many?	Ď	Test 2	Date						
		t 1	Min.						
ž		Test 1	Date						
om? Yes	: :	Code	_						
ee test in this ro		Reference							
Did more than one examinee test in this room? Yes $\square$		List all examinees	tested in this room	1.	2.	3.	4.	5.	6.

See samples on page 88 for how to accurately complete this report.

## **ACT Administration Report—SAMPLES**

Sample 1—The example below is for an ACT (No Writing) administration of Timing Code 2.

Timing Code 6  Date and Total Minutes Used	Writing Test from Start to End of Last Test:	Date Min.			
	Test f	Min.			
	Writing	Min. Date Min. Date Min.			
or 8: sed on:	Test 4	Min.	63	99	61
, <b>5, 7, c</b>	Tes	Date	3/11/10	3/11/10	3/11/10
<b>s: 2, 3</b> outes Ac	t 3	Min.	09	58	64
Timing Codes: 2, 3, 5, 7, or 8: Date and Total Minutes Actually Used on:	Test 3	Date Min. Date	3/11/10	105 3/11/10 58 3/11/10	3/11/10
<b>Timin</b> ate and	2	Min.	108	105	113
۵	Test 2	Date	3/10/10 108 3/11/10 60 3/11/10	3/10/10	3/10/10 113 3/11/10 64 3/11/10 61
	t 1	Min.	80	9/	82
	Test 1		3/9/10	3/9/10	3/9/10
2 2 3 4	Code	Number	2	2	2
2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Reference	Number Number Date	286786	876543	636363
N Conimon	List all examinees	tested in this room	1. Becky Sample	2. Ahmad Sample	3. Rosita Sample

Sample 2—The example below is for an ACT (No Writing) administration of Timing Code 6.

Timing Code 6 Date and Total Minutes Used	from Start to End of Last Test:	Min.	270	294	285	277
Timing Date and Tota	from Start to E	Date	4/28/10	4/28/10	4/28/10	4/28/10
	Writing Test	Min.				
	Writing	Date				
<b>or 8:</b> sed on:	t 4	Min.				
, <b>5, 7, c</b> tually Us	Test 4	Date				
<b>s: 2, 3</b> , nutes Ad	t 3	Min. Date				
<b>y Code</b> Total Mir	Test 3	Date				
Timing Codes: 2, 3, 5, 7, or 8: Date and Total Minutes Actually Used on:	2	Min.				
Ď	Test 2	Date				
	t 1	Min.				
	Test 1	Date				
<u> </u>	Code	Number Date	9	9	9	9
	Reference	Number	456456	212121	687786	22222
E SON COLUMN	List all examinees	tested in this room	1. Drake Sample	2. Misty Sample	3. Juan Sample	4. Shanika Sample

# Sample 3—The example below is for an ACT Plus Writing administration of Timing Code 8.

	L	ŀ			ث	<b>Timin</b> ate and	Timing Codes: 2, 3, 5, 7, or 8: Date and Total Minutes Actually Used on:	<b>s: 2, 3</b> nutes Ad	, <b>5, 7, c</b> stually Us	<b>er 8:</b> sed on:			Timing Code 6 Date and Total Minutes Used	Code 6 Minutes Used
List all examinees	Reference	Code	Test 1	1-	Test 2	t 2	Test 3	ω 	Test 4	t 4	Writing Test	Test	from Start to End of Last Test:	d of Last Test:
tested in this room	Number	Number Date		Min.	Date	Min.	Date	Min.	Date	Min.	Date	Min.	Date	Min.
1. Suzy Sample	333999	œ	3/9/10 43	43	3/9/10	22	3/9/10	33	3/9/10	35	3/9/10	58		
2. Troy Sample	654321	æ	3/9/10	40	3/9/10	59	3/9/10	30	3/9/10	33	3/9/10	52		
3. Jolene Sample	778899	8	3/9/10	44	3/9/10	52	3/9/10	32	3/9/10	29	3/9/10	55		

### Required Documentation

### **ACT Seating Diagram**

### Complete one form for each room used

ACT High School Code					
Testing School Name					
Number of Testing Staff in Room Room Name/N	lumber				
City, State					
Test Accommodations Coordinator Name					
Room Supervisor Name					
You <b>must</b> direct examinees to <b>assigned</b> seats and examinees must or her <b>assigned</b> test booklet individually. Each examinee must use the control of the co	only the materials ACT specifically assigned to him or his diagram does not fit your test room, see page 90.				
· ·					
Single-Level or Multiple-Level If  Desks or Tables	tables: Table size ft. by ft.  Number seated per table				
Distance between examinees:					
Side-to-side (shoulder-to-shoulder) ft. Number of examinees in this room:					
Front-to-back (head-to-head) ft.					
During Test 1, the room supervisor must enter the boxes below to represent test date seating form serial numbers in the squares.)					
Sample					
318420 318446					
331839 431844					
FRONT					

Front of Room (direction examinees are facing)

Return this form with your Roster and answer folders to be scored.

## **ACT Alternative Seating Diagram**

If the Seating Diagram on the previous page does not fit your room:

- 1. Complete the information at the top of page 89.
- 2. Draw your own diagram in the space below or on a separate sheet of paper.
  - 3. Complete your diagram according to the directions on page 89.

If you use a separate sheet, staple it to page 89.

### **ACT Testing Staff List**

### **ACT-Approved Accommodations Staff only**

(This document may be photocopied.)

ACT High School Code (for testing school)	Test Date(s)
Testing School Name	
City, State	
Test Accommodations Coordinator Name	

Print the name, job title (e.g., teacher, counselor), position on the testing staff (TAC-Test Accommodations Coordinator, RS-Room Supervisor, P-Proctor, R-Reader, I-Interpreter, T-Transcriber), and room name/number or roving assignment for **all personnel** who assisted with the administration to students testing with ACT-Approved Accommodations. List anyone who assisted with or handled test forms in any way, including any security personnel. If you used audio DVDs, include the names of any tech support staff. The TAC must complete and return this list SEPARATELY from the one submitted by the Test Supervisor.

Name	School Job Title	Testing Staff Position	Room Name/Number or Roving Assignment
Name	OOD TILLE	rosition	or noving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Return this form with your other required documentation.

### Required Documentation

## ACT Irregularity Report

Note **all** irregularities (individual and group) on this form. Enter the appropriate information and/or check (✓) in each column and provide additional explanation. ATTACH VOID ANSWER FOLDERS and defective test materials to this form (do NOT staple). **Return this form in the BLUE envelope.** PLEASE PRINT OR TYPE.

## INDIVIDUAL IRREGULARITIES

					ì	!	)									
			Test Form			Τχ	oe of	Irreg	ularit	<u>&gt;</u>	all ap	Type of Irregularity (✓ all applicable)	le)	Answer Fold	Answer Folder Marked VOID? (✓ one)	D? (✓ one)
	Examinee's Name	Examinee's Reference Number	and Test Booklet Serial Number	Test/Time Irregularity Occurred	ssəu	Working Behind/Ahead	Unauthorized Calculator Use	Marking Ovals After STOP	Item Challenged	Timing Questioned	Phone, Alarm, Other Device	Other (Specify Below)	Materials Damaged, Defective, Duplicate, Replaced (Specify Below)	Voided by Staff Examinee informed	Voided by Staff Examinee NOT informed	°Z
	1.															
	Explanation:															
93	2.															
	Explanation:															
	3.															
	Explanation:															

## GROUP IRREGULARITIES

# of Examinees in Room	# of Examinees   Time Irregularity   Duration of Irregularity	Duration of Irregularity	Description of irregularity. (Attach separate sheet, if more space is required.) Be prepared to provide ACT with a list of examinees affected by this irregularity. Call ACT immediately if a mistiming occurs.
Room Supervisor's Signature	s Signature		Test Accommodations Coordinator's Signature

### **ACT Reader's Agreement**

(This document may be photocopied if different readers are used for different tests or multiple examinees.)

<b>Note:</b> Complete this agreement <b>only</b> if ACT has approved t separate room. The room supervisor normally serves as the	
ACT High School Code	Test Date(s)
Testing School Name	
City, State	
Test Accommodations Coordinator Name	
Room Supervisor Name (if different from Reader)	
Reader Name	
Examinee Name	
Examinee Reference Number	
ACT has prepared a reader's script for use in administering the ACT tests to examinees who have been approved to have the test questions read to them. The prompt and directions for the ACT Writing Test must be read directly from the test booklet. The tests must be read <b>verbatim</b> from the script by a reader who meets the qualifications specified by ACT (see page 96).  As the reader, you are required to review and comply with the "Notes to the Reader" printed in the reader's script and the procedures in this Manual.  The examinee may ask you to read any portion of a test as often as necessary within the time allowed for that test. You must read the directions, passages, and test questions <b>exactly</b> as they are	presented, with no explanation or additional information provided to the examinee through the reading.  All test questions rely on the examinee being able to comprehend and respond to the test materials exactly as written. Any additional information, explanation, or translation would affect what the tests are designed to measure.  If ACT determines that any explanation or additional information has been provided to an examinee, that any test materials were not read verbatim, or that the reader did not meet ACT's qualifications for testing personnel, the examinee's scores will be cancelled.
"I certify that I have read, understand, and agree to administer the test the test questions will be read verbatim with no explanation or additional test and the second s	
Reader's Signature	Date
Indicate the tests read by this reader:	
English Mathematics I	Reading Science Writing

Sign this agreement and return it WITH the answer folder. Scores will not be released without this form.

### **Reader Qualifications**

The reader **must** meet all of the following criteria:

- 1. Be proficient in English.
- 2. Be experienced in standardized testing.
- 3. Be employed by the school district where the student attends school.
- 4. Agree to administer the tests in compliance with the policies and procedures in this Manual.
- 5. Read and sign the agreement on the previous page.

To protect both the examinee and the reader from questions of possible conflict of interest, the following conditions must also be met. The reader must **not** be:

- 6. A relative or guardian of the examinee.
- 7. A private consultant or individual tutor whose fees are paid by the examinee or examinee's family.
- 8. Engaged in test preparation activities for ACT during the current academic year. (See Test Preparation on page 5.)
- 9. Involved in coaching high school or college athletics. (Only if the examinee participates in athletics.)

Scores achieved under the supervision of an individual who does not satisfy **ALL** the requirements listed above will be cancelled.

### **ACT Interpreter's Agreement**

(This document may be photocopied if multiple interpreters were used for one examinee or multiple examinees were approved for this accommodation.)

Complete this agreement **ONLY** if ACT has approved Exact English Signing (EES) of the test items for one examinee in a separate room. Complete one form for **each** approved examinee.

	tiple interpreters wer I sign the form.	re used to sign for an	examinee, complete one	e form and list ALL int	erpreters used, who
ACT High S for testing sch	School Code	-	Testing School Name	·	
City, State			_ Room Supervisor		
Test Date(s	3)		_ Test Accommodation	s Coordinator	
Interpreter	Name(s)				
Examinee I	Name				
Examinee I	Reference Number				
Signi the p All to natio	ang of the test question assages and items with est questions rely on the n or translation of the requires both the Test. "I certify that I have re Manual, and I further the passages and item	as from the reader's scripton no explanation or addition or examinee being able to questions or passages where the commodations Coordead, understand, and again assure ACT that the E	fied by ACT (see page 98 apt prepared by ACT, the sitional information provide to comprehend and respond would affect what the tests dinator and interpreter(s) to stree to administer the test in exact English Signing of the ipt provided by ACT with the signing."	igning must be a direct and to the examinee through to the materials as writted are designed to measure asign the following statem compliance with the <i>Sup</i> e tests is a direct transce	transcription of agh the signing. ten. Any explaten. Any explanent:  pervisor's ription of
	Test Accommodation	ons Coordinator Signa	ature	Date	
	Interpreter Signatur	re		Date	
	Interpreter Signatur	re		Date	
	Indicate the tests sign	ned by each interpreter:			
	English	Mathematics	Reading	Science	Writing

Sign and return this agreement WITH the answer folder. Scores will not be released without this form.

### **Interpreter Qualifications**

The interpreter **must** meet all of the following criteria:

- 1. Be proficient in English and exact English signing.
- 2. Be experienced in standardized testing.
- 3. Be employed by the school district where the student attends school.
- 4. Agree to administer the tests in compliance with the policies and procedures in this Manual.
- 5. Read and sign the agreement on the previous page.

To protect both the examinee and the interpreter from questions of possible conflict of interest, the following conditions must also be met. The interpreter must **not** be:

- 6. A relative or guardian of the examinee.
- 7. A private consultant or individual tutor whose fees are paid by the examinee or examinee's family.
- 8. Engaged in test preparation activities for ACT during the current academic year. (See Test Preparation on page 5.)
- 9. Involved in coaching high school or college athletics. (Only if the examinee participates in athletics.)

Test scores achieved under the supervision of an individual who does not satisfy **ALL** the requirements listed above will be cancelled.

Note: The qualifications above apply to ANY interpreter, but the agreement on page 97 does NOT need to be completed and returned UNLESS ACT approved Exact English Signing of the test items.

### **ACT Writing Test Agreement**

Complete this agreement if you have examinees approved for a transcriber, Brailler, computer, or voice-activated computer software for the Writing Test only. Examinees approved for a transcriber or voice-activated computer software must test individually in a separate room. Examinees using computers or Braillers may test as a group. The room supervisor normally serves as the transcriber. If the examinee uses a transcriber, the session must be taped. Complete one form for each examinee approved for one of the above response modes.

ACT High School Code (for testing school)	Writing Test Date
Testing School Name	
Test Accommodations Coordinator	
Room Supervisor	
Transcriber (if different from Room Supervisor)	
Examinee Name	
Examinee Reference Number	
Certification I certify that I have read, understand, and agree to admir	nister the Writing Test in accordance with the poli-
cies in this Manual. My signature confirms that the grangram for the computer used. My signature also confirm was administered to one examinee in a separate roon returned with this agreement and the transcribed responsanswer folder verbatim. I certify that if a computer was after I printed the essay and the margin requirements or used, I am returning the essay exactly as printed with activated computer software, he or she tested individual	mmar check was turned off on the software prosentation, the session was taped, and the tape is being used. I certify that I transcribed the response to an used, the essay was erased from the computer of page 43 were met. If a computer or Brailler was the answer folder. If the examinee used voice-
Signature	Date
Name, Title	

Sign and return this agreement. If a transcriber was used, the answer folder AND agreement must be returned WITH the tape or scores will NOT be released. Fold this form and wrap it around the tape. Secure with a rubber band. Do not wrap the folder around the tape. Write the examinee's name and Reference Number on the tape or scores may be delayed. Return in the **BLUE** envelope with the answer folder directly behind the tape.

Testing Staff Position \_

### Required Documentation

### **ACT Test Accommodations Coordinator Profile**

Complete this form **ONLY** if you are **replacing** the previously named Test Accommodations Coordinator. Do NOT complete this form if you are a room supervisor or proctor. **ACT HIGH SCHOOL CODE:** (for testing school) Please complete every item on this profile and sign below. Number of test administrations you conduct per year: TEST ACCOMMODATIONS COORDINATOR INFORMATION 1–2 3–5 □ 6–10 More than 10 Name: Total number of years testing experience: Job Title: SECURE STORAGE Describe the secure, locked storage facility where test materials will be stored at all times while in your possession. Attach a sep-School Name: arate sheet if additional space is needed. Work Phone: Description (e.g., locked cabinet): Home Phone: (Will be used for follow-up on missing test materials, if needed) Cell Phone: Location (e.g., locked office): Fax Number: Do we need to call before sending a fax?  $\square$  YES  $\square$  NO Who has keys to the locked storage? (list names/titles) E-mail Address: Highest Education Level/Degree Attained (check one): ☐ Master's High School ☐ Associate Doctorate What else is this location used for? ☐ Professional ☐ Bachelor's Current Job Responsibilities (check all that apply): ☐ Teaching ☐ Academic Administration Name and title of person responsible for this location: ☐ Athletic Coaching ☐ Clerical Support ☐ Counseling/Advising ☐ Standardized Testing ☐ Test Preparation Classes Other TEST ACCOMMODATIONS COORDINATOR'S AGREEMENT Prior Standardized Testing Experience (check all that apply): I certify that I meet the required qualifications and will person-☐ Primary/Secondary School Assessments ally carry out all the responsibilities of Test Accommodations Coordinator at this school for Spring 2010. ☐ College Admissions/Assessments I agree to take all steps necessary to arrange for appropriate □ Professional/Graduate School Admissions testing facilities and security of test materials. I also agree to provide Test Administration services in accordance with all poli-□ Professional Certification/Licensure cies and procedures. I understand and agree that during my term as Test Accommodations Coordinator, neither I nor any ☐ Computer-Based Testing member of my testing staff will engage in any ACT test prepa-List the standardized examinations you have administered most ration activities beyond our specifically defined school responsirecently and the year(s) of administration. Circle your position bilities. I agree to read and comply with all ACT test administra-(TAC=test accommodations coordinator, TS=test supervisor, tion policies listed in the Supervisor's Manual. RS=room supervisor, P=proctor). Name of Examination Year(s) Position Held **SIGNATURE** TAC TS RS P DATE TAC TS RS P TAC TS RS P Fax this form to ACT at 319/337-1019.

### **ACT State Test Accommodations Roster SAMPLES/KEY**

### Sample 1 Ref No. 999999 Scotty Sample Timing Code Number Test Format STATE CASSETTE / LARGE TYPE Clarification of Accommodations: \* The supervisor MUST transfer the examinee's responses from the large-type work

Additional Accommodations

\* The supervisor MUST transfer the examinee's responses from the large-type worksheet to the answer folder before returning it to ACT. Be sure that all non-test portions of the answer folder are completed BEFORE beginning the test.

In the above sample, the student is approved for Triple Time, cassettes/large type, and marking responses on a large type worksheet for the ACT (No Writing).

### Sample 2

Ref No. 888888 Terrie Sample

Timing Code: 7 - Up to time-and-a-half on each test (over multiple days)

Test Format STATE REGULAR / WRITING

- ACT Plus Writing ONLY

In the above sample, the student is approved for time-and-a-half, multiple-day testing.

### Sample 3

Ref No. 777777 Ursula Sample

Timing Code: 5 - Standard time
Test Format STATE REGULAR

### **Clarification of Accommodations:**

\* Stop-the-clock breaks as needed are approved.

In the above sample, the student is approved for standard time testing on one day with authorized stop-the-clock breaks for the ACT (No Writing).

### Sample 4

Ref No. 666555 Victor Sample

Timing Code: 8 - Standard-mult choice/double time-writing (one session)

Test Format STATE REGULAR / WRITING

- ACT Plus Writing ONLY

In the above sample, the student is approved for extended time (60 minutes) on the Writing Test ONLY—all five tests must be completed in a single session on one day.

### Sample 5

Ref No. 444444 William Sample

Timing Code: 6 - Up to 5 hours in one session to take all four tests

Test Format STATE REGULAR

These two students may test in the same room.

Ref No. 333333 Yolanda Sample

Timing Code: 6 - Up to 5 hours in one session to take all four tests

Test Format STATE REGULAR

In the above sample, two students are approved for time-and-a-half, self-paced testing for the ACT (No Writing).

### Training Session Topics for Discussion

The Test Accommodations Coordinator is expected to discuss the following topics **in addition to** the topics covered during the training workshop conducted by ACT and the state education agency or district assessment office. The Test Accommodations Coordinator must also attend the training session held by the Test Supervisor and share any applicable information from that session with accommodations testing staff.

ATTENTION: The instructions in this Manual have been combined for use in both ACT (No Writing) and ACT Plus Writing administrations, so they will vary at certain points. You will be directed to either SKIP certain instructions or directed to specific instructions that apply only to the type of administration in your state or district. Please stress during the training session that staff must be certain to read the correct Verbal Instructions and follow the correct procedures. Make sure that all staff review the entire Manual carefully before the training session so you can answer any questions and discuss the changes.

- Describe how materials will be distributed to the room supervisors and how they must distribute the test materials specifically assigned to each examinee as shown on the Roster and Materials List.
- Discuss how cell phones and other electronic devices (excluding permitted calculators and any approved testing aids) will be barred from the room and/or collected from examinees. Review how the devices will be securely stored and returned to examinees.
- Review how to complete the Administration Report (see samples, page 88) and how to use the Roster (see samples, page 103).
- Explain how to locate the Examinee Reference Number on the Roster, how it must be entered and the corresponding ovals gridded by each examinee in Block T, and how to use it to complete the Seating Diagram.
- Describe how the room supervisor must verify the timing guidelines authorized for each examinee using the Timing Code number specified on the Roster.
- Examinees with different Timing Codes must not test in the same room. Examinees testing with ACT-Approved Accommodations must not test in the room as examinees testing with State-Allowed Accommodations.
- Discuss the testing window (see front cover). All tests must be completed within the window or the answer folders will not be scored.
- Discuss when and where staff members are to report and on what day(s).
- Remind room supervisors to enter the minutes actually used by each examinee on each
  test, or on all tests for Timing Code 6, on the Administration Report (page 87). Discuss
  how testing may occur over multiple days, if ACT has authorized it; however, each test
  must be completed during a single session and the tests must be administered in the correct sequence.
- If an examinee marks responses in the test booklet or uses a large type worksheet, the Test
  Accommodations Coordinator must arrange to transfer the responses to an answer folder
  in the examinee's presence before returning the answer folders to ACT. All worksheets
  must be attached to the marked State Test Accommodations Roster. Examinees will not
  receive scores if responses were not transferred.
- If you will be conducting any administrations using audio DVDs, review procedures with all staff assisting with audio DVD testing, including your technical support staff.

The topics covered at the training session conducted by ACT and the state education agency are described on pages 75–77 in the **standard time** State Testing Manual. The Test Accommodations Coordinator is expected to work with the Test Supervisor to make sure all topics are covered and all staff questions or concerns addressed before the first scheduled test day.